

Holy Family Canossian College (HFCC)
2013-2015 Alumni Manager Election Notice

According to Education Ordinance and HFCC Incorporated Management Committee (IMC), each alumnus will have one vote for the election of alumni manager. The details are tabulated below:

Number of Vacancy	1 Alumni Manager
Term of Office	2 years (Start from the registration certificate of alumni manager and terminate on 31 August)
Election Qualifications	<ol style="list-style-type: none"> 1. Everyone at the age of 18 on the date of voting has the right to vote and participate in the election as a candidate. 2. Every alumnus who is also a member of the Holy Family Canossian College Alumnae Association (HFCCAA) has the right to be a candidate. 3. A serving teacher of the school cannot be nominated as a candidate. 4. As stipulated in the 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. 5. According to the Education Ordinance (Provisions relating to the Election of Alumni Managers) Section 30, the Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that: <ul style="list-style-type: none"> • the applicant is not resident in Hong Kong for at least 9 months in each year; • the applicant is not a fit and proper person to be a manager; • the applicant is a person in respect of whom a permit to teach has previously been cancelled; • the applicant is under the age of 18; • the applicant has attained the age of 70 and she fails to produce a valid medical certificate certifying that she is physically fit to perform the functions of a manager; • the applicant is under the age of 70 and she fails to produce, upon a request by the Permanent Secretary, a valid medical certificate certifying that she is physically fit to perform the functions of a manager; • in making or in connection with any application — <ol style="list-style-type: none"> (i) for registration of a school; (ii) for registration as a manager or a teacher; or (iii) 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; • the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; • the applicant has previously been convicted in Hong Kong or elsewhere of

	<p>a criminal offence punishable with imprisonment; or</p> <ul style="list-style-type: none"> • the applicant has been registered as a manager of 5 or more schools.
Responsibilities of Alumni Manager	<ol style="list-style-type: none"> 1. To ensure the school carry out the sponsoring bodies' core values, and achieves the vision, mission and purpose of the school. 2. To give general directions for the development of the school and formulate education policies of the school. 3. To monitor the financial plan and budget of the school, oversee the operation of the school and be accounting to the Permanent Secretary and the sponsoring bodies for the performance of the school. <p>http://www.edb.gov.hk/en/sch-admin/sbm/gov-framework/functions-powers-ssb-ime.html</p>
Nomination Procedures	<ol style="list-style-type: none"> 1. An alumnus may nominate oneself or another eligible candidate to stand for the election. Each alumnus can only nominate maximum two candidates (including oneself) to stand for the election, otherwise the nomination will be invalid. 2. A candidate must comply with the requirements stated in the Ordinance. 3. If a candidate is nominated by oneself to stand for the election, the two seconders have to be other alumni. 4. If a candidate is nominated by another alumnus, the two seconders can be the candidate oneself and another alumnus. 5. Each alumnus cannot second more than two candidates to stand for the election, otherwise all the candidate being seconded by the alumnus will be invalid. 6. Each nominated candidate should supply a brief introductory statement of her personal information to the Returning Officer within 200 words.
Period of Nomination	6th September, 2013 to 20th September, 2013
Nomination Form	<ol style="list-style-type: none"> 1. The nomination form can be found as an enclosure with the Election Notice or downloaded from the Alumni Association's website. It has to be filled in by the nominated candidate. 2. A candidate has to fill in every item on the nomination form and ensure the accuracy of all the information provided. 3. A candidate has to bear all the responsibilities for providing false information, such as disqualifying as a candidate or alumni manager. The responsibilities will not be taken by the Alumni Association or the Returning Officer. 4. A candidate has to submit the nomination form <ol style="list-style-type: none"> (i) to the place stated by the Alumni Association (General Office, 1/F, Holy Family Canossian College, 33 Inverness Road, Kowloon City, Kowloon) in person within the period of nomination stated above and collect a confirmation letter for the receipt of the nomination form; or (ii) by post within the period of nomination stated above (any nomination form received with the postmark later than one working day of the nomination period will not be accepted). A candidate has to enclose a return envelope for the collection of a confirmation letter for the receipt of nomination form. 5. The brief introductory statement of all candidates will be released via the Alumni Association's website not less than 7 days before the date of voting.

Date of Voting	<p>Date: 12th October, 2013 Time: 09:00 to 15:00 Venue: General Office, 1/F, Holy Family Canossian College, 33 Inverness Road, Kowloon City, Kowloon.</p> <p>***Alumni are recommended to arrive at the venue early on the date of voting because the confirmation of alumnus identity takes time. They need to provide HKID Card or any documents that can prove the alumnus identity, such as Leaving certificate, Transcript, Testimonial, etc. If there is any problem in the confirmation of alumnus identity which delay the voting of an alumnus, the Alumni Association takes no responsibility.</p>
Voting Method	<ol style="list-style-type: none"> 1. The voting should be conducted by secret ballot. 2. 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; otherwise the ballot will be invalid. 3. Alumni should put the ballot paper into the designated voting box in person.
Counting of Votes	<p>Date: 12th October, 2013 Time: 15:00 Venue: General Office, 1/F, Holy Family Canossian College, 33 Inverness Road, Kowloon City, Kowloon.</p> <p>All members of the Alumni Association, all candidates, and the principal may be invited to witness the counting of votes.</p>
Elected Method	<ol style="list-style-type: none"> 1. Elected method bases on the number of votes obtained by each candidate. The candidate who obtains the greatest number of votes will be nominated to the IMC as an Alumni Manager of the school. Afterwards, the IMC shall apply to the Permanent Secretary for registration of the alumnus elected as an alumni manager of the school. 2. When two or more candidates obtain the same number of votes, drawing lots will be used to determine who shall be elected. 3. If there is only one candidate, that candidate will be immediately nominated to the IMC as an Alumni Manager of the school. It is not necessary to process any voting and counting of votes. 4. If there is no valid candidate, the IMC can nominate an alumnus to be the Alumni Manager of the school. 5. After the election, the Returning Officer has to put all the votes into an envelope. The Returning Officer and the principal have to sign on the envelope before sealing it. The envelope will be kept by the Alumni Association for 6 months for investigation if necessary.
Announcement of Result	<p>After the election, the result of the election will be announced via the Alumni Association's website.</p>
Appealing Procedures	<p>Unsuccessful candidate may, within one week of the announcement of the result, appeal to the Alumni Association in writing together with the reasons. The Alumni Association will investigate the appeal and make decision.</p>

Mandy Lee
Returning Officer

Heather Kwok
Chairlady

Date: 3rd September, 2013