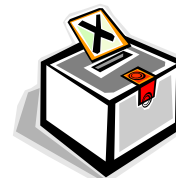


Guidelines of the Hong Kong Chinese Women's Club College Incorporated Management Committee Alumni Manager Election



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CHAPTER 1 INTRODUCTION

1. This “Guidelines of the HKCWCC IMC Alumni Manager Election” (hereafter refer as “Guidelines”) stipulates the rules and regulations of the bi-annual Election of the IMC Alumni Manager.
2. According to the Constitution of the Hong Kong Chinese Women’s Club College Alumni Association (hereafter refer as “Constitution”), the Hong Kong Chinese Women’s Club College Alumni Association (hereafter refer as “HKCWCAA”) shall be responsible for electing an Alumni Manager to the IMC.
3. The Electoral Affairs Committee (“EAC”) shall be the highest organ in monitoring the election. It is committed to ensuring the honesty, openness and fairness of the election. If it comes to know that any alumnus of the HKCWCC is in breach of the Guidelines, the EAC shall be justified in reasonable and appropriate actions, including but not limited to oral warning, written warning, sanctions or disqualification. The Election Officer has the final adjudicatory power to any disputes arising from the election, and has the right to interpret any terms in the Guidelines.
4. If there is any inconsistency between the English and Chinese versions of the Guidelines, the English version shall prevail.

CHAPTER 2 NOMINATION OF CANDIDATES

5. Alumni of the HKCWCC are highly encouraged to take part in the election. The following people are alumni of the HKCWCC, and shall be eligible to nominate candidates and to be nominated as candidates of the election:
 - Have completed at least one academic year in the Hong Kong Chinese Women's Club College; and
 - The College has issued report cards to those alumni.However, alumni who will be serving teachers on or after the polling date(s), or has been elected as a Parent Manager of the IMC of HKCWCC before the nomination period ends shall not be eligible for nomination.
6. Alumni who are interested in running for the election may obtain a Nomination Form from the EAC. In the nomination form, the applications shall fill in the particulars honestly. Thereafter, they should return the completed nomination forms to the EAC before the deadline.
7. The applicants may then seek nominations from other fellow Alumni. Each applicant must:
 - Obtain at least three signatures for nomination;
 - Of which at least two of the nominators must be left/graduated from different years (with respect to the admission year);
 - If the Election Officer so requires, submit documents showing that he has received tertiary education or above, or have at least three years of working experience;
 - Have no criminal nor liquidity records;
 - May, at his discretion, submit an essay, stating his background, community services, intra/inter-school extra-curricular activities or services participated, connection with the alma matar, reasons and missions for standing for the Election, etc. The applicant shall authorize the EAC to make use of any part of the essay to introduce the candidates to other alumni, and
 - May, at his discretion, submit a form propagandize himself (by any means, for instance, words, images or slogans, etc.) for the Election. This form may be disseminated to other alumni for propaganda or reference purposes.

Applicants should supply the information required on the Nomination Form. All personal information collected will be treated in **strict confidence**.

8. Each eligible nominator may only nominate up to 1 candidate. The Election Officer cannot nominate any person to avoid conflict of interests.
9. Each applicant are considered running as an individual in the election.
10. Potential candidates must declare their qualification and intention to abide by this Guidelines and Constitution as stipulated in the Nomination Form.

11. If the EAC, having considered each nomination application, is of the opinion that it will grant the application, it will publish a notice in respect of the application, specifying the names of the applicants, and stating that the EAC may grant the application. The Election Officer shall have the final adjudicatory power to the acceptance of nominations.
12. It is not possible for a candidate to withdraw from the election after his nomination has officially been accepted.
13. The EAC will then draw lots to allocate a number to each validly nominated candidate, which the number will be shown on the ballot paper. Candidates and other alumni may attend the lot-drawing if they wish.
14. Thereafter, the EAC will publish an online introductory leaflet. Candidates may make use of the form submitted (together with the nomination form) to promote themselves. The presentation and style is not specified nor constrained. However, no indecent and defamatory materials will be allowed.

CHAPTER 3 POLLING ARRANGEMENTS

Electoral System

15. All the candidates' names will appear on the ballot paper, according to the number decided by lots-drawing previously.
16. The **first-past-the-post system** will be used. From the list of potential candidates, voters are required to mark one candidate that they support. The candidate receiving a plurality of votes will be elected. If there is only one candidate contesting, he will only be duly elected if he can obtain more than 50% of confidence votes among the valid votes.

Polling Procedures

17. Polling is a right of an alumnus. HKCWCAA encourages alumni to vote.
18. Each attending voter's identity will be identified, and each will be issued a ballot paper afterwards.
19. Impersonalizing, double-voting, attempt to bring away any ballot papers from the polling station are all strictly prohibited.
20. After voting, voters shall fold their ballot paper once so that the marked side is faced inside, and put them into the ballot box.
21. A voter who is unable to mark a ballot paper to indicate the choice of candidate (e.g. being unable to read or write or incapacitated by visual deficiency or other physical cause) may ask the Election Officer to mark the ballot paper on his behalf. The marking of the ballot paper will be made to show the voter's choice in the presence of one of the polling officers as a witness.
22. **The ballot is secret. No one can force a person to vote or not to vote for any particular candidate. Also no one is required to tell which candidate he has voted for or is going to vote for.**
23. Any voter who has inadvertently torn or damaged any ballot paper or has made an error in marking any ballot paper issued to him may ask the EAC to exchange it for another unmarked ballot paper. Such spoilt ballot papers will be endorsed on the front with the word "SPOILT" and will be kept by the EAC. The spoilt ballot papers will not be counted at the counting of the votes.
24. During the Election, a voter must not:
 - interfere with or attempt to influence any other voter;
 - speak to or communicate with any other voter if the Election Officer has given direction to him not to do so;

- attempt to obtain information, or disclose any knowledge acquired, concerning the vote of another voter;
- exhibit or distribute any campaign material;
- without any reasonable excuse, display any propaganda material, e.g. any badge, emblem, clothing or head-dress, which may promote or prejudice the election of a candidate at the election, or makes direct reference to a body any member of which is standing as a candidate in the election or a prescribed body which has given consent to its registered name or emblem to be printed on any ballot paper for that election; or
- use a mobile phone or paging machine or any other electronic communication device if the Election Officer has given direction to him not to do so.

25. The Election Officer has the power to order any persons to leave the polling station if they misconduct themselves.

CHAPTER 4 COUNTING ARRANGEMENTS

26. Counting shall be conducted within the same day after the election ends.
27. The counting station shall be preferably located in the polling station. A “counting zone” and “public zone” shall be specified in the counting station where the counting takes place.
28. Only the members of the EAC or other persons authorized by the EAC (for example, candidates) may explicitly stay inside the “counting zone”.
29. Alumni may observe the counting of votes from the “public zone”, unless the Election Officer of the EAC considers that his presence may cause disorder or disturbance in the counting station, or prejudice the secrecy of the individual votes.
30. The polling officers shall then examine whether the votes are valid while counting them. A ballot paper is invalid if:
 - no vote has been marked on it;
 - there are more than one preference marked on it.

These votes will be regarded as invalid on the spot, and they will not be counted and need not be treated as voidable ballot papers. Candidates or their representatives are not entitled to make objections to the EAC concerning these ballot papers.

31. The Election Officer has the final decision over the validity of a ballot.
32. Ballot papers with doubtful or questionable validity in the following areas will be set aside as voidable ballot papers. A voidable ballot paper may be decided as invalid if in the opinion of the Election Officer:
 - it has any writing or mark by which the voter can possibly be identified;
 - it is not marked by indicating the candidates clearly according to the instructions stipulated on the ballot paper, and the voter’s intention is unclear. (However, the EAC may count that ballot paper if the Election Officer is satisfied that the voter’s intention is clear); or
 - it is substantially mutilated.

The Election Officer shall decide whether to accept those voidable ballot papers based on the situation thereupon.

33. Candidates and their representatives have the right to examine the voidable ballot papers under the supervision of the Electoral Officer. They may also object to the Election Officer if the EAC rejects any of the voidable ballot papers. However, after the objections are made and the Election Officer has made his decision, it shall be final.

34. The counting of votes will proceed continuously, as far as possible, until the counting is completed.
35. When counting is completed, the Election Officer will inform the candidates of the counting results. Any such candidate may request the Election Officer to re-count the votes and the Election Officer shall comply with the request unless in his opinion it is unreasonably made.
36. In the event that more than one candidate has the equal highest number of votes, the EAC will have to draw lots to determine which one of these candidates should be elected to fill the vacancy.
37. When the successful candidate has to be determined by the drawing of lots, 10 table-tennis balls each marked with a number from 1 to 10 will be put into an empty opaque bag, to be provided by the EAC. Each candidate is to draw 1 ball from the bag. The number marked on the ball should be noted by the EAC members and the balls should be put back into the bag. The other candidate(s) will draw in the same way. The candidate on whom the lot falls is to be returned in the election. The Election Officer would draw the lot on behalf of the candidate if the latter is absent at the time of drawing lots.
 - Where there is only one vacancy to be filled and there are two candidates, the candidate who draws the larger number from 1 to 10 will be the winner. 1 is the smallest number and 10 is the largest number.
 - Where there is only one vacancy to be filled and there are more than two candidates, if in the first draw, the numbers drawn by the candidates are different, and then the candidate who draws the largest number will win. If, on the other hand, two or more candidates have drawn the same larger number and the remaining candidate(s) has/have drawn a smaller number, there must be a second draw. Only those candidates who have drawn the same larger number in the first draw will participate in the second draw.

CHAPTER 5 ELECTION ADVERTISEMENTS

38. Election advertisements means:
- publicly exhibited notice;
 - notices delivered by hand or electronic transmissions;
 - a public announcement made by open media or by video or cinematographic film;
 - any other form of publication;
 - any address, notice, bill, placard, poster, board, banner, flag, standard, color, sign, message, sound, image or picture and any article, thing or material if they aim at promoting a candidate;
 - audio/video cassette tapes, discs, diskettes, electronic messages, websites (except those discussion forums on websites), facsimile transmissions, balloons, caps, badges, emblems, carrier bags, head-dress and clothing if they aim at promoting a candidate;

Published for the purpose of promoting or prejudicing the election of a candidate or candidates at the election.

39. Candidates are free to produce any kind of advertisements if they wish. The design, size, style and contents are not constrained. All printed and published (both hard copies and electronically transmitted) advertisements shall be inspected by the EAC before they are published to avoid any defamatory, prejudicial, indecent, obscene or any other inappropriate contents contained. If the Election Officer is of the opinion that they are not appropriate to be published, candidates must not post or transmit the said advertisements.
40. Election advertisements may be posted everywhere upon getting approval from the Management Office of the designated place. If candidates want to post their advertisements in the College, the consent from the EAC and the College shall be obtained in advance.
41. Candidates shall include their names in their advertisements, along with their numbers, and the words “Election Advertisement” should appear on the advertisements.
42. Any election advertisements displayed in contravention of the Guidelines may be removed or seized by the EAC.

CHAPTER 6 ELECTIONEERING

43. Electioneering may be started after the list of validly nominated candidates has been announced by the EAC. It may last until the end of polling.
44. A candidate, at his discretion, may employ helpers to assist them with their electioneering. Whether they are paid or not is at the discretion of the candidate.
45. Candidates may use any materials to help with their electioneering, provided that they are not offensive, defamatory or inappropriate in nature, and they do not cause nuisances to any people. Loud-hailers and other sound amplifying devices may be used, as long as they do not create nuisance to people around, and the sound remains in a reasonable level.
46. Election forums, or debates, may be held by non-candidates or the EAC. They shall be open to public. In line with the fair and equal treatment principle, the organizers of such forums shall invite all candidates to be present at such forums, so that no unfair advantage will be accorded to or obtained by any candidate over others regarding election campaigning.
47. The EAC also appeals to all candidates to use their best endeavors to take part in the election forums in order to enable the voters and the public to be appraised of the platforms.

CHAPTER 7 CORRUPT CONDUCT

48. Any act to affect a person's candidature by bribery, force, duress or deception is prohibited. Candidature includes standing as a candidate, not standing as a candidate, or withdrawal of nomination. It will be a corrupt conduct if a person corruptly:
- offers an advantage to another person as an inducement or reward to affect his candidature or for not using his best endeavors to promote his election;
 - offers an advantage to another person as an inducement or reward to affect the candidature of a third person or get the third person not to use his best endeavors to promote his election;
 - solicits or accepts an advantage from another person as an inducement or reward to affect the candidature of himself or for not using his best endeavors to promote his election; or
 - solicits or accepts an advantage from another person as an inducement or reward to affect the candidature of a third person or get the third person not to use his best endeavors to promote his election.
49. Any act to affect a person's voting preference by offering or soliciting or accepting an advantage is prohibited. Voting preference covers voting for a particular candidate, not voting at an election, or not voting for a particular candidate or candidates.
50. A person must not at any time provide or meet all or part of the cost of providing another person any food, drink or entertainment for the purpose of influencing that person's or a third person's voting preference. Likewise, the corrupt solicitation or acceptance of any such treating is prohibited.
51. The serving of non-alcoholic drinks at an election meeting will not be deemed corrupt for the above purposes. An election meeting is any meeting held to promote or prejudice the election of a particular candidate or particular candidates.
52. Treating arises in daily situations. If it is used (by a candidate or another person) for promoting or prejudicing the election of a candidate, it is an offence. For example, a person or an organization may host a banquet for a non-election-related purpose but, during the occasion, innocently calls on the guests to vote for a particular candidate. In such an event, the candidate concerned should immediately disown or dissociate with whatever has been said or done to promote his candidature.
53. If a banquet, albeit apparently not related to any election, is used to treat guests corruptly for the purpose of promoting a candidate or prejudicing other candidates, then both the host and the candidate will be guilty of a corrupt conduct. Moreover,

the host will commit an offence if he has not yet been authorized in writing by the candidate to incur election expenses at or in connection with an election.

54. The use of force or duress against a person to induce him to vote or not to vote at an election, or to vote or not to vote for a particular candidate or particular candidates or to get a third person to do so is a corrupt conduct.
55. It is a corrupt conduct for any person:
 - to vote at an election knowing that he is not entitled to vote at that election;
 - to vote at an election after having knowingly or recklessly given materially false or misleading information to the EAC, or to vote at an election after having knowingly omitted to give material information to the EAC;
 - to vote in an election more than once except as expressly by this Guidelines; or
 - to invite or induce another person to commit any of the above.
56. The EAC shall form a disciplinary board and investigate the corrupt conducts upon receiving complaints, and the Election Officer should be its Chairman. If it comes to a conclusion that any person has committed any corrupt conduct, the offenders shall be subject to disciplinary actions.

CHAPTER 8 COMPLAINTS PROCEDURE

57. This chapter deals with the procedures of making complaints relating to any breach or non-compliance of the Guidelines or the spirit of it which are for ensuring that elections are conducted honestly, fairly and openly.
58. The EAC is an independent, apolitical and neutral body under the HKCWCCAA to deal with all matters concerning the conduct of elections including handling election-related complaints. If necessary, the committees of the EAC shall set up a Complaints Committee, chaired by the Election Officer, for the purpose of dealing with complaints.
59. The dealing of election-related activities, and any non-compliances, abuses and irregularities that can be redressed should be remedied as soon as practicably possible. It is **imperative that all complaints should be made as soon as possible**, for any delay in the making of complaint may result in remedial measures being useless or futile and necessary evidence being lost. No complaint received **later than 3 days** after the date of the relevant election will be entertained.
60. No specified or specific form is required for making a complaint. A complaint should be made in writing, either in Chinese or in English.
61. In each case, the complainant is required to identify himself and provide his identity document number, address, telephone number and other means of communication. The written complaint must be signed. All personal particulars of a complainant will be treated in **strict confidence**.
62. The EAC or its Complaints Committee may seek further information on the complaint from the complainant or may arrange interviews with the complainant in order to seek clarification or evidence. The complainant may be required to make a declaration for the truth and correctness of his complaint or statement. If the further information required is not provided by the complainant or if he refuses to be interviewed or to make a declaration, the Election Officer, the EAC or its Complaints Committee may or may not take further action on the complaint.
63. All bona fide complaints will be processed and considered by the EAC or its Complaints Committee, as soon as reasonably practicable, taking into account the merits of the complaint with all the information and evidence gathered.
64. Where a complaint is sustained, a decision will be made on the appropriate course to be taken, including one or more of the following:
 - take remedial measures against the matter complained of, such as the removal of election advertisements displayed in breach of the guidelines in that regard;
 - issue to the relevant person a warning to discontinue the activities complained of;

- publish a public statement of reprimand or censure against the acts or omissions and the person or persons complained of after making a reasonable effort to contact the person or persons and giving him or them a reasonable opportunity to make representations; and

with or without comments, refer the matter to the HKCWCAA for investigation and/or further action

65. The EAC or its Complaints Committee will also notify the complainant in writing of its decision, and if the decision is that the complaint is not sustained, it will also give reasons.

Annex 1: 香港中國婦女會中學法團校董會校友校董選舉提名表格樣本
Sample Nomination Form for
Hong Kong Chinese Women's Club College
Incorporated Management Committee Alumni Manager Election

投票日：待定
Polling Date: to be confirmed

注意：填寫本表格前，請先詳閱附件《香港中國婦女會中學法團校董會校友校董選舉指引》。
Note: Before completing this form, please read carefully the attached "Guidelines of the HKCWCC IMC Alumni Manager Election".

第一部分：提名
PART I: NOMINATION

第一節：候選人資料（由候選人填寫）
Section 1 Particulars of Candidate

中文姓名（正楷）：
Name in Chinese

英文姓名（正楷）：
Name in English (in BLOCK LETTERS, surname first)

中文別名（正楷）（如適用）：
Alias in Chinese (if applicable)

英文別名（正楷）（如適用）：
Alias in English (in BLOCK LETTERS) (if applicable)

身分證號碼（首五字）：
HKID Card number (first 5 digits) _ _ _ _ _ X X (X)

入學年分及班別：
Admission Year and Class

離校年分及班別：
Leaving Year and Class

出生日期：
Date of Birth

性別：
Sex

地址（中文）：
Address in English:

電話號碼（住宅）：
Telephone Numbers (Home)
（流動電話）(Mobile)：

第二節：提名人詳情

Section 2: Particulars of Nominators

本人為香港中國婦女會中學之舊生，現與下列人士，一同提名_____（候選人姓名）為_____年舉行之校友校董選舉候選人。我們的資料如下：

I am an Alumnus of the HKCWCC and I hereby, together with the persons under this Section 2, nominate _____ (name of candidate) as a candidate at the _____ (year) IMC Election. The particulars of each of us are as follows:

姓名 Name in		入學年分/ 班別 Admission Year/Class	離校年分/ 班別 Leaving Year/Class	提名人簽署 (必須由每名提名人親自簽署，每名提名人只可在本選舉中提名一人) Nominator's Signature (Must be <u>personally signed</u> by each Nominator, each nominator must <u>not nominate more than one candidate</u>)
中文 Chinese	英文 (姓)(名) English (Surname first)			
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第二部分： 候選人同意提名、資格聲明及授權透露有關候選人紀錄／資料
PART II CANDIDATE'S CONSENT TO NOMINATION, DECLARATION OF QUALIFICATION, AND AUTHORIZATION FOR RELEASE OF RECORD/ INFORMATION

1. 本人是本提名表格第一部分第一節所述的人，現接受提名為上述選舉候選人。
I, being the person mentioned in Section 1 of Part I of this nomination form, hereby consent to my being nominated as a candidate at the above election.

2. 本人謹此聲明，按《香港中國婦女會中學法團校董會校友校董選舉指引》第五條之規定，本人完全符合以下條件，具備資格被提名為上述選舉的候選人：

I hereby declare that I fully meet the following requirements, and am qualified under section 5 of the "Guidelines of the HKCWCC IMC Alumni Manager Election" for nomination as a candidate at the above election:

- 本人曾於香港中國婦女會中學就讀最少一個完整學年；
I have completed at least one academic year in the Hong Kong Chinese Women's Club College;
- 校方曾向本人發出成績表；及
The College has issued report card(s) to me; and
- 本人在投票日或之後將不會是香港中國婦女會中學之在職教員，及在提名期結束前未有當選為香港中國婦女會中學法團校董會家長校董
I will not be a serving teacher on or after the polling date(s) in the Hong Kong Chinese Women's Club College, and have not been elected as a Parent Manager of the Incorporated Management Committee of the Hong Kong Chinese Women's Club College before the nomination period ends.

3. 本人確認，在本提名表格所提供的資料乃屬真實正確。
I hereby confirm that the particulars provided in this nomination form are true and correct.

4. 就本人在這部分所聲明及確認的事項，本人授權所有有關機構及人士向選舉管理委員會透露任何有關本人的紀錄或資料，以作核實用途。

In support of my declarations and confirmation contained in this Part, I hereby authorize the release by all the relevant authorities and persons of any record or information concerning myself to the Electoral Affairs Committee for verification.

5. 本人隨表或稍後將附上自我介紹。
I have attached with this form / will submit later a copy of my personal introduction.

6. 本人明白，一旦選管會接受了我的提名申請，我將不能退出選舉。
I understand once the EAC has accepted my nomination, I will not be able to withdraw from the election.

7. 本人願意遵守《香港中國婦女會中學法團校董會校友校董選舉指引》。
I hereby agree to abide by the "Guidelines of the HKCWCC IMC Alumni Manager Election".

候選人姓名 _____ :
Name of Candidate

簽署 _____ :
Signature

日期 _____ :
Date

Annex 2: HKCWCC IMC Alumni Manager Election SAMPLE BALLOT

香港中國婦女會中學法團校董會第__屆校友校董選舉

__ Alumni Manager Election of the
Hong Kong Chinese Women's Club College
Incorporated Management Committee

(Date)

選票
Ballot

請以「✓」號，選擇一位候選人。
Put ONE tick next to a candidate.

1		XXX	<input type="radio"/>
2		YYY	<input type="radio"/>
3		ZZZ	<input type="radio"/>