

21st January 2019
Dear Sir / Madam,

**The Incorporated Management Committee (IMC) of Buddhist Fat Ho Memorial
College**
The Fifth Alumni Manager Election

The fifth IMC Alumni Manager Election (2018-2020) will be held on 16th February, 2019 (Sat).

All school alumni association members and alumni are eligible to become candidates if you meet the requirements stated in Education Ordinance. Application period is from 22nd January, 2019 to 29th January, 2019. For further information regarding the rules of the Election, nomination of candidates and voting procedures, please refer to the following attachments :

Appendix 1 : Education Ordinance : registration requirements of managers and ethical conduct

required in the IMC Alumni Manager Election

Appendix 2 : Rules and procedures of the IMC Alumni Manager Election

Appendix 3 : Application / Nomination form for the IMC Alumni Manager Election

All alumni, including non-alumni association members, are eligible to vote, nominate and be nominated. An alumnus may nominate oneself or another eligible candidate to stand for the Election. The maximum number of nominees that each alumnus can nominate shall be one (1). Please refer to the school website (<http://www.bfhmc.edu.hk>) for further information.

Should there be any enquiries, please feel free to contact Mr. Poon Kwok Kin, Returning Officer of the IMC Alumni Manager Election, at 2985 5365 or through email (bfhmc.alumni@gmail.com) . Your support and participation will be greatly appreciated.

Yours faithfully,



Poon Kwok Kin
Returning Officer of the IMC Alumni Manager Election
Alumni Association
Buddhist Fat Ho Memorial College

Anyone alumnus who is interested in participating the election as a candidate should fill in The **5th alumni association Election of Alumni Managers nomination** form (Appendix 3). The form should be returned by mail, email , fax or in person to the school office on or before 29th January 2019 (Tue) (Before 5:00p.m.)

Mailing address: 99 Tai O Road, Tai O, Lantau Island

Fax Number: 2985 5371

Website: <http://www.bfhmc.edu.hk>

For any queries, please contact our Returning Officer Mr. Poon Kwok Kin (Phone number: 2985 5365) or email to bfhmc.alumni@gmail.com (all information will not be retained after election)

Education Ordinance
(Adopted from the Guideline of the IMC Alumni Manager Election,
from Education Bureau's website)

Provisions relating to 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 –

- the applicant is not a resident in Hong Kong for 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 years;
- the applicant has attained the age of 70 years and fails to produce a valid medical certificate certifying that he is physically fit to perform the functions of a manager;
- the applicant is under the age of 70 years and fails to produce, upon request by the Permanent Secretary, a valid medical certificate certifying that he is physically fit to perform the functions of a manager;
- in making or in connection with any application -
 - (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 the Ordinance;
- the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or
- the applicant has been registered as a manager of 5 or more schools

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 organization in any campaign activities, especially in the campaign literature before written consent had 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.

Provisions on the election of alumni manager
(Refer to the constitution of Alumni Association of BFHMC-Chapter 8)

1. The candidature

- 1.1 All alumni of the school are eligible to become candidates.
- 1.2 He / she must not be a serving teacher of the school.
- 1.3 He / she must meet the registration requirements of managers set out in section 30 of the Ordinance. (see Annex I)

2. Electors' eligibility

All alumni of the school are eligible to vote. All eligible electors have equal voting right.

3. Number & tenure

The number of alumni manager is 1. He must be elected by election with 2-year term of office and without restrictions on reelection.

4. Election procedures

- 4.1 The alumni association may assign the chairperson or an office-bearer as Returning Officer to monitor the nominations and supervise the issue of ballot papers and counting of votes, but the Returning Officer must not be a candidate for the alumni manager election.
- 4.2 The alumni association should invite alumni to nominate candidates to stand for the election via the association's website and posters, and by letters to members. The period of nomination should not be less than 1 week.
- 4.3 Each alumnus can nominate oneself or 1 alumnus to stand as a candidate. Each nominated candidate should supply a brief statement of his / her personal information to the Returning Officer and declare whether he or she interferes with the reasons stipulated in Section 30 of the Education Ordinance that the Permanent Secretary may refuse to register an applicant as a manager of a school. The information provided will help alumni judge whether he / she is a proper and appropriate candidate.
- 4.4 The period between the date of voting and the deadline of nomination should at least be 2 weeks.
- 4.5 The successful candidate in the election is the one who obtains the greatest number of votes and will register as an alumni manager. When two or more candidates obtain the same number of votes, a second round of voting will be conducted. If the number of votes are still the same, the successful candidate will be determined by drawing lots.

4.6 If the number of candidates is the same as that of vacancies, the candidates will be uncontested.

4.7 Unsuccessful candidate may, within one week of the announcement, appeal to the alumni association in writing together with the reasons of appeal. The appeal will be handled by the Executive Committee of the association.

4.8 If an alumni manager vacancy arises as a result of an alumni manager resigning during his / her term of office, the alumni association shall conduct a by-election in the same manner to elect another alumni manager to fill the vacancy within three months.

5. The role of the alumni manager (According to the provisions of Section 17.1 of the Articles of the IMC of the school)

5.1 The alumni manager is responsible for:

- a. ensuring the execution of the vision and mission of the school sponsoring body;
- b. formulating general instructions and policies on education and management of the school.
- c. overseeing the planning and budgeting process, monitoring school performance, ensuring the school management bear their responsibility and strengthening community networks.

5.2 Facilitating the communication between the IMC and alumni.

5.3 Acting in a personal capacity for the benefit of the students.

The alumni manager election Procedure

- 1 Office bearer, Mr. Poon Kwok Kin has been appointed as Returning Officer to monitor the nominations and supervise the issue of ballot papers and counting of votes.
- 2 Date of Nomination commencement : From 22nd January 2019 (Tue)
- 3 Date of Nomination Deadline: 29th January 2019 (Tue)
- 4 Announcement date for eligible candidates: 31st January 2019 (Thu)
- 5 Date and method of voting
 - 5.1 Polling will be held on 16th February 2019 (Sat) from 3p.m.-10p.m. in the school hall
 - 5.2 Alumnus has to show his/her identities to the returning officer or his / her appointed officer and report year of graduation and class in return of ballot. The ballot paper has to be completed and inserted into the ballot box on spot.
 - 5.3 Any alumnus who s unable to attend the polling can authorize another alumnus, who is over 18 with a letter of authorization, to vote on his/her behalf. Authorization letter should clearly state the applicant's year of graduation and class. The authorized alumnus also needs to retain the original or copy of applicant's and his/her identification. (for inspection purposes only, such identification should not be taken away from the alumnus)
 - 5.4 Failure to provide accurate information, effective letter of authorization or identity may result in refusal of ballot paper obtainment.
- 6 Vote counting will commence under the returning officer 's supervision as soon as polling is over and result will be announced on spot.

Vote counting will be conducted in the staff room within an hour after polling is over.
Alumni and candidates are welcomed to witness the procedure
- 7 Result will be announced on 18th February 2019, 5:00 p.m., and also be listed in the school website.
- 8 Appeal mechanism:

Candidates reserve the right to appeal to the alumni association with an official letter status the reason(s) for appeal, within a week from the date of vote result announcement. The board of committees of the Alumni association will handle such appeal.
- 9 References for The Incorporated Management Committee (IWC):
 - i) Education Bureau 【School-based Management】
<http://www.edb.gov.hk/tc/sch-admin/sbm/about-sbm/index.html>
 - ii) Education Bureau 【Guide for Alumni Manager election】
http://www.edb.gov.hk/attachment/tc/sch-admin/sbm/sbm-forms-references/electionguide_alumni_Nov2015_tc.pdf

佛教筏可紀念中學
Buddhist Fat Ho Memorial College
校友校董選舉提名表格
Election Nomination Form of a Alumni Manager

候選人資料 (由候選人填寫)**Particulars of Candidate (to be completed by candidate)**

中文姓名 (正楷) : _____ 英文姓名 (正楷) : _____
 Name in Chinese (if any) Name in English (in block letters)

性別 : _____ 職業 : _____ 電郵地址 : _____
 Sex Occupation Email address

地址 (中文) : _____
 Address in Chinese

地址 (英文) : _____
 Address in English

電話號碼 : 住宅 _____ 流動電話 _____
 Telephone Number Home Mobile

就讀年份 : _____ 畢業/離校年份 : _____
 Year of Study Year of Graduation

我證實本人 _____ (姓名) 不是本校教員，並符合《教育條例》第30條(附件)所載有關註冊校董的規定。

I, _____ (Name) confirm that I am not a teacher of the school and be qualified from appointment for Section 30 in Education Ordinance (Appendix).

我願意競選佛教筏可紀念中學法團校董會校友校董(2018-2020年度)的席位，並獲得兩名下述校友之提名。

I am willing to serve if elected, and have been proposed for consideration for appointment as an Alumni Manager (2018-2020) at the school by two undersigned persons, who are also alumni of the school.

提名人/和議人資料：(由提名人/和議人填寫)**Information of proposers (to be completed by proposers)**

中文姓名 (正楷) : _____ 英文姓名 (正楷) : _____
 Name in Chinese (if any) Name in English (in block letters)

就讀年份 : _____ 畢業/離校年份 : _____
 Year of Study Year of Graduation

提名人簽署 : _____ 日期 : _____
 Signature of Proposer Date

中文姓名 (正楷) : _____ 英文姓名 (正楷) : _____
 Name in Chinese (if any) Name in English (in block letters)

就讀年份 : _____ 畢業/離校年份 : _____
 Year of Study Year of Graduation

提名人簽署 : _____ 日期 : _____
 Signature of Proposer Date

Statement of Candidate(60 to 100 words)

中文姓名 (正楷) : _____ 英文姓名 (正楷) : _____
 Name in Chinese (if any) Name in English (in block letters)

畢業/離校年份 : _____
 Year of Graduation

曾任或現任公職/服務(如有) :
 Occupation/ Service Record (if any)

簡介/參選目的/抱負/服務承諾 :
 A brief introduction/Purpose of nomination/Aspiration/Promise



候選人姓名 : _____ 簽署 : _____
 Name of Candidate Signature

日期 : _____
 Date

完成提名表格後請於 29 / 1 / 2019 或以前以郵寄、電郵(bfhmc.alumni@gmail.com)或傳真(29855371)方式交予母校校務處。

Completed nomination form must be returned to our school by post, e-mail (bfhmc.alumni@gmail.com) or by fax (29855371) on or before 29th January 2019.