

APPENDIX

附件

RULES AND PROCEDURES FOR THE ELECTION OF IMC ALUMNAE MANAGER

法團校董會校友校董選舉規則和程序

THE CANDIDATURE

候選人資格

1. All alumnae of the School are eligible to become candidates. 所有校友均可成為候選人。
2. An alumna should not be nominated in the event of the following situations –有關校友在下列情況下便不能獲得提名為校友校董:-
 - 2.1 She is a serving teacher of the School; or 她是學校的在職教員;
或
 - 2.2 She does not meet the registration requirements of managers set out in Section 30 of the Education Ordinance, Cap.279. 她不符合《教育條例》第 279 章 第 30 條所載有關校董註冊的要求。
3. As stipulated in the Education Ordinance, no manager shall serve in an IMC in more than one capacity. Thus, no one can serve as an Alumnae Manager and a parent manager at the same time. If there are two elections under different categories to be conducted concurrently in the School, no candidate shall participate in more

than one election.根據《教育條例》規定，校董不可在法團校董會內同時出任多於一個界別的校董。任何人士均不可同時出任校友校董及家長校董；因此，若這兩個界別於同一時間在學校舉行選舉，任何人士均不應同時參與這兩個界別的校董選舉。

NUMBER AND TENURE

人數和任期

4. Subject to the provisions of the constitution of the IMC, the term of office of the Alumnae Manager shall be two (2) years and the Alumnae Manager shall be eligible for re-election to the same office but not for more than two (2) consecutive terms.除非法團校董會的章程另有規定，校友校董的任期應為兩（2）年，而該校友校董亦可再參選連任，但不能連續連任同一界別的校董職位超過兩（2）屆。

NOMINATION PROCEDURES

提名程序

The Returning Officer 選舉主任

5. The Association may assign the chairperson or an office-bearer as Returning Officer or the School may appoint a teacher 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 Alumnae Manager election.選舉主任可由校友會委派主席或一名幹事或由學校委任一名教師出任，以監察有關提名、分發選票及點票的工作；但選舉主任本身不可以是校友校董選舉的候選人。

Period of Nomination 提名期限

6. The period of nomination shall expire at least fourteen (14) days from the date of commencement of the nomination. 提名的期限從開始提名之日起至少十四（14）天後屆滿。

Nomination 提名

- 7 The Returning Officer shall inform all alumnae of the following by post/email/posting on the website of the Association or other means—選舉主任須以郵遞/電子郵件/在校友會的網站上張貼或其他方式通知所有校友以下有關校友校董選舉的事項:-
 - 7.1 the number of Alumnae Manager vacancies; 校友校董的空缺數目
 - 7.2 the period of nomination; 提名期限
 - 7.3 the method of nomination; 提名方法
 - 7.4 the date of voting and counting; 投票及點票日期
 - 7.5 the date of announcement of results; 公布結果日期
 - 7.6 the eligibility (paragraphs 1 to 3 above) and responsibilities of candidates; 候選人的資格（第1至第3段）和責任;
 - 7.7 the ethical conduct of candidates and voters listed at Annex I; and 附錄一所載候選人和投票人的道德操守
 - 7.8 other relevant information. 其他資料
8. An alumna may nominate oneself or another eligible candidate to stand for the election and the nomination shall be voluntarily accepted by the candidate concerned. 每名校友可提名本人或另一名合資格的候選人參選。該項提名須由有關候選人自願接受。
9. If the number of candidates equal to or less than the number of vacancies, the candidates will be automatically elected. If no person is

nominated, the Association may extend the deadline of nomination or conducting the election again after a lapse of a reasonable time. The election should cater for such occasions and special arrangements should be made after taking into account the situation at the material time based on the principles of fairness, openness and simplicity. 如果候選人人數等於或小於空缺數目，候選人將自動當選。如沒有人參選，校友會可考慮延長提名的截止日期或在一段合理的時間後重新進行選舉。有關的選舉程序及特別安排應顧及實際情況，並遵循公平而開放透明的原則。

Candidate Information

候選人資料

10. Each nominated candidate shall supply a brief introductory statement of her personal information to the Returning Officer within the number of words as required by the Association and is required to declare whether she meets the registration requirements of managers set out in Section 30 of the Education Ordinance. The Association shall have the discretion to withdraw the introductory statement of the candidate on the ground of possible and probable risks of incurring any legal liability in publishing and circulating these statements. 每位獲提名的候選人須向選舉主任提供有關其個人資料的簡介，字數應符合校友會的規定。候選人亦須聲明符合《教育條例》第 279 章 第 30 條所載有關校董註冊的要求。校友會有權因發表及傳遞該簡介有機會而頗有可能會招致法律責任的緣故而撤銷該簡介。
11. The Returning Officer shall, not less than seven (7) days before the day of voting, notify all alumnae by post/email/posting on the website of the Association or other means of the following –選舉主任須於選舉日之前不少於 7 天以郵遞/電子郵件/在校友會的網站上張貼或其他方式通知所有校友以下的事項:-
 - 11.1 the names of the candidates being nominated; 獲提名候選人的姓名;

11.2 the brief introductory statements of the candidates; 候選人的簡介;

11.3 the declarations of the candidates referred to in Rule 10 above; 上述第 10 條中提到的候選人的聲明;

11.4 the procedures of the election; and 選舉的程序;和

11.5 the time-table of the election. 選舉的時間表

12. If possible, the Returning Officer may arrange a meeting for the candidates to introduce themselves to all alumnae and answer questions raised by them. 如可能的話，選舉主任可為候選人安排一個簡介會，以便他們向所有校友介紹自己及解答校友提出的問題。

ELECTION PROCEDURES

選舉程序

Eligibility of Electors 投票人資格

12. All alumnae of the School at the age of 18 years or above are eligible to vote. Each eligible elector shall have one vote. 所有十八歲或以上的校友均合資格投票。每名合資格投票人均有一票。

Date of Voting 投票日期

13. The period between the date of voting for the Alumnae Manager election and the deadline of nomination shall at least be fourteen (14) days. 校友校董選舉的投票日期須與提名截止日期相距最少十四 (14) 天。

Voting method 投票方法

15. The voting should be conducted by secret ballot, i.e. 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 for. A sample of the ballot paper is at Annex II. 投票須以不記名的方式進行，即投票人不得在選票上寫上自己的姓名或任何可辨識身分的符號，亦不得讓其他投票人目睹他投票給哪一位候選人。選票樣本可參考附件二。
16. A ballot box shall be placed at the School under lock and shall be sealed at the end of the voting by the Returning Officer. The key of the ballot box shall be kept by the Returning Officer. 校友會須為選舉設置一個投票箱，投票箱應鎖好。投票結束後，選舉主任須將投票箱密封。鎖匙由選舉主任保存。

Counting 點票

17. The Returning Officer may arrange to conduct voting and counting on the same day. All alumnae, all candidates, and the Principal shall be invited to witness the counting of votes. 選舉主任可安排投票與點票同日進行，並可邀請所有校友、各候選人及校長見證點票工作。
18. The successful candidate is the one who obtains the greatest number of votes. When two or more candidates obtain the same number of votes, lots shall be drawn to determine the successful candidate. The principles of fairness, openness and simplicity shall be observed in this regard. 獲得最多選票的候選人，可成功當選校友校董。若兩個或以上候選人得票相同，則須以抽籤形式決定當選候選人。所有與點票有關的規定，應以公平、開放和透明為原則。
19. At the end of the election, the Returning Officer shall place all ballot papers in an envelope. The envelope shall be sealed and signed by the Returning Officer and the Principal. The sealed envelope shall be kept in the School for at least six (6) months for investigation purposes in the events of allegations of impropriety or irregularity.

選舉工作結束後，選舉主任須把所有已投的選票放入信封內。選舉主任和校長須分別在信封面上簽署，然後把信封密封。已密封的信封和選票，交由學校保存最少六個月，以便在有人提出有關選舉不當的指控時，供調查之用。

Announcement of Results 公布結果

19. The Returning Officer shall, within seven (7) days after the date of counting of votes, announce and post the results of the counting of votes on the website of the Association. 選舉主任須在點票日起七（7）天內，公佈和張貼有關選舉的結果於校友會的網站上。

Appeal 上訴

21. Unsuccessful candidates may, within seven (7) days of the announcement of the voting result, appeal to the Association in writing setting out the grounds for appeal. 落選的候選人可在選舉結果公布後的七（7）天內，以書面方式向校友會提出上訴，並列明上訴的理由。
22. The Principal together with all members of the Executive Committee of the Association shall form an Appeal Committee. Such Appeal Committee shall investigate and decide whether to allow or dismiss the appeal. The decision of the appeal shall be made by the passing of a two-third (2/3) majority vote of the members of the Appeal Committee. Such decision shall be conclusive and final. Announcement of the decision of such appeal shall be posted on the website of the Association within seven (7) days from the date of the decision. 上訴委員會由校長與校友會的執行委員會所有成員組成。上訴委員會將調查並決定是否允許或駁回上訴。上訴的裁決須經由上訴委員會成員的三分之二（2/3）多數票通過。該裁決則是最終的定論。該上訴的裁決須從作出決定之日後起計七（7）天內張貼在校友會的網站上。

Follow-up Action after Election

選舉後跟進事項

23. The Association shall nominate to the IMC the alumna elected as an Alumnae Manager of the School. 校友會須提名當選的校友，出任該校的校友校董。

24. If an Alumnae Manager vacancy arises as a result of the refusal or cancellation of registration of the Alumnae Manager by the Permanent Secretary for Education subsequent to the election or resignation of an Alumnae Manager during her term of office, the Association shall conduct a by-election in the same manner to elect another Alumnae Manager to fill the vacancy within two (2) months. 如校友校董在選舉之後因教育局常任秘書長拒絕或取消其註冊或在任期內辭職而出現空缺，校友會須在兩（2）月內以同樣的方式進行補選，選出另一位校友校董填補空缺。

Annex I

Ethical Conduct Required in the Alumnae 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 her candidature.
3. Do not offer any advantage to get any candidate's not using her best endeavours to promote her 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 her candidature.
6. Do not solicit or accept any advantage for any candidate's not using her best endeavours to promote her 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 her candidature.
8. Do not induce by deception, any person to stand or not to stand as a candidate, or to withdraw her 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 her 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.

校友校董選舉中須留意的道德操守

候選人的提名

1. 不得提供利益令任何人參選或不參選。
2. 不得提供利益令任何已獲提名的候選人退出競選。
3. 不得提供利益令任何候選人不盡最大努力促使其本人當選。
4. 不得索取或接受任何人的利益而參選或不參選。
5. 不得索取或接受任何人的利益，而在獲提名為**候選人後退出競選**。
6. 不得索取或接受任何人的利益，而不盡最大努力促使其本人當選。
7. 不得施用或威脅施用武力或脅迫手段令任何人參選或不參選，或退出競選。
8. 不得以欺騙手段令任何人參選或不參選，或退出競選。

競選活動

1. 不得發表包括（但不限於）候選人的品格、資歷或以往的行為的**虛假或具誤導性達關鍵程度的陳述**。
2. 不得參與任何可能引致批評或指稱不適當的活動，並**須遵守選舉的公平原則**。
3. 不得在任何競選活動中，特別是在競選刊物中聲稱或暗示獲得任何人士或機構支持，除非已得到該名人士或機構的書面同意。

投票

1. 不得提供利益，令他人在選舉中**不投票**。
2. 不得提供利益，令他人在選舉中**投票或不投票予某候選人**。
3. 不得提供食物、飲料或娛樂，或償付用於提供該等食物、飲料或娛樂的費用，以影響他人在選舉中**不投票**。
4. 不得提供食物、飲料或娛樂，或償付用於提供該等食物、飲料或娛樂的費用，以影響他人在選舉中**投票或不投票予某候選人**。
5. 不得向任何人施用或威脅施用武力或脅迫手段，以影響他人的投票決定。
6. 不得以欺騙手段誘使他人在選舉中**不投票**。
7. 不得以欺騙手段誘使他人在選舉中**投票或不投票予某候選人**。

Annex II

Sacred Heart Canossian School Alumnae Association

嘉諾撒聖心學校校友會

Election of Alumnae Manager 校友校董選舉

Ballot Paper 選票

Voting Date:

投票日期：

Please read carefully the “Directions for Voting” overleaf before casting vote.

填寫選票前請細閱背頁的「投票人須知」

Please use a blue or black ball-point pen to mark a “✓” in the box against the number of the candidates you vote for. The number of “✓” you marked on the ballot paper should not be more than the number of vacancies. Otherwise, your ballot paper will be considered null and void.

請用藍色或黑色原子筆在選票上候選人編號旁邊的空格內加上「✓」號。你在選票上所填的「✓」號，不能超過空缺的數目，否則，選票便會作廢。

Candidates 候選人

- | | | | |
|--------------------------|---|----------------------|-----------|
| <input type="checkbox"/> | 1 | XXX(Name in English) | XXX(中文姓名) |
| <input type="checkbox"/> | 2 | XXX | XXX |
| <input type="checkbox"/> | 3 | XXX | XXX |

Annex II

Sacred Heart Canossian School Alumnae Association

嘉諾撒聖心學校校友會

Directions for Voting

1. Put no other marks on the ballot paper other than the mark “✓” or it will be considered null and void.
2. Fold the ballot paper into two and do not let anyone see whom you vote for. The ballot is secret.
3. Put the ballot paper into the ballot box.

投票人須知

1. 除「✓」號外，請勿在選票上劃上其他記號，否則選票便會作廢。
2. 將選票對摺，切勿讓他人看見你的選擇。投票是保密的。
3. 將選票放入投票箱。