



# Ying Wa Girls' School Alumnae Association Limited

76 Robinson Road, Hong Kong.

Email: [alumnae@ywgs.edu.hk](mailto:alumnae@ywgs.edu.hk) Fax: 2858 8669

3 February 2023

## NOTICE

### **Election of Alumnae Managers (1 September 2023 – 31 August 2026)**

#### **A. Background**

1. Pursuant to section 30 of the Education Ordinance (Cap.279) (the “Ordinance”) and the constitution of the Incorporated Management Committee of Ying Wa Girls’ School (‘IMC’), Ying Wa Girls’ Alumnae Association Limited (‘YWGSAA’) has been entrusted and empowered to nominate two to three alumnae, who are not teachers of Ying Wa Girls’ School (‘YWGS’), for registration as Managers of the IMC for a term of three years.
2. The Manager as a whole shall be responsible for, among other things, (i) the overall well-being of the students of YWGS; (ii) ensuring that the vision, mission and core values of YWGS be carried out; (iii) developing the general direction, and formulating the educational and management policies of YWGS; (iv) overseeing the planning and budgetary processes, monitoring the performance of YWGS, ensuring the accountability of school management and strengthening the community network; and (v) dealing with disputes between the Principal and the staff. A Manager shall act, at all time, in his or her personal capacity for the interest and benefits of the students of YWGS.
3. The present term of the three Managers of the IMC, namely, Professor CHIU Lai Har Rebecca, Ms YUEN Wah Chu and Ms. Uson CHUNG will expire in September 2023; they are all eligible for re-election for a new three-year term from 1 September 2023 until 31 August 2026. YWGSAA has been entrusted to make necessary arrangement for the election of the three managers of IMC (‘Alumnae Managers’) for the new three-year term who shall serve as Alumnae Managers of the IMC after the expiry of the present term of the three Alumnae Managers.
4. Under article 52 of the Articles of Association of YWGSAA, Ms CHUI Wai Shan Anita, the President of the Council of YWGSAA, is designated as the Returning Officer responsible for the election of three alumnae as Managers of IMC.



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5. Save and except those who are teachers of YWGS or do not meet the registration requirements of managers set out in section 30 of the Ordinance, all alumnae are eligible for nomination as a candidate for an Alumnae Manager. The election of the Alumnae Managers will take place from 1430 to 1730 on Saturday 25 March 2023 at the Silcock's Hall, Ying Wa Girls' School (76 Robinson Road, Hong Kong).

## **B. Election of Alumnae Managers**

6. The call for nomination for election of Alumnae Managers will be open on 6 February 2023 until 27 February 2023. Those alumnae who are interested to serve as an Alumnae Manager must deliver the prescribed original nomination form to YWGSAA by hand at 76 Robinson Road by 5:00 p.m. on 27 February 2023.
7. Delivery by fax or email will not be accepted. Any late nomination shall not be considered.
8. An alumna may nominate another eligible alumna provided that the nominee has duly given his/her written consent to stand for the election as a candidate for an Alumnae Manager and has agreed to undertake the due compliance of the Code of Practice for election.
9. The nomination form may be downloaded at our website (<https://www.ywgsaa.org.hk/forms-download>) or you may request a copy of which by fax (2858 8669). Every candidate is entitled to submit a statement of not more than 200 words in length as a general election pamphlet to YWGSAA for posting on its website.
10. A list of all the eligible candidates together with their brief biographies will be posted on or before 2 March 2023 on the YWGSAA website for the immediate attention of the alumnae.

## **11. The Responsibility of Candidates**

- (1) As the election must be conducted on the principles of fairness and equality, it is imperative for every candidate and his/her election agents to duly comply with the election guidelines including the code of practice for this election which may be issued by the Returning Officer from time to time and as and when an issue arising, in particular, every candidate must treat the other candidates fairly and equally when making comments of the views of other candidates.



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- (2) Every candidate is responsible to ensure that he/she conducts his/her election campaign in a fair and open basis. Under no circumstances shall a candidate be allowed to corrupt the election process or to conduct his/her election campaign in an illegal or unlawful manner (such as making defamatory statement). He/She is asked to consult his/her own legal advisor if there is any doubt as whether his/her activities are lawful. Any candidate who feels aggrieved by the activities or statement made by other candidate may lodge a formal appeal to the YWGS Council via the Returning Officer who will investigate the matter and make a decision in conjunction with the Council on it and/or issue any direction including disqualification of candidacy as she deems fit.

## C. No Election if the Number of Candidates equal to or less than three

12. Should the number of candidates equal to or less than three, these candidates shall be declared as designated nominees of YWGSAA for the purpose of registration as Alumnae Managers of IMC, without the necessity of going through further election procedures, on Tuesday 28 February 2023, the day immediately after the date of the close of nomination of candidates.

## D. The Election Procedures

### 13. Election Date, Time and Venue

The Election will be held from 1430 to 1730 on Saturday 25 March 2023 at the Silcock's Hall, Ying Wa Girls' School.

### 14. Voters' Eligibility

All alumnae (including the candidates) who are registered as voters in this election are eligible to vote. All eligible voters have equal voting right.

### 15. Voter Registration

Alumna who is not an Ordinary Member of YWGSAA must register as a voter by filling in the Voter Registration Form and returning it to the school office no later than Monday 6 March 2023. A Voter Registration Form can be downloaded at the YWGSAA website (<https://www.ywgsaa.org.hk/forms-download>) or you may request a copy of which by fax (2858 8669). Those who fail to register shall be treated as waiving their voting right in this election.



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There is no need for Ordinary Members of YWGSAA to go through registration as voters as they are all automatically registered and included in our voters' list in this election.

## 16. Voting Method

- (1) The voting shall be conducted by secret ballot.
- (2) All voters must vote in person. No proxy is allowed.
- (3) All ballot papers shall only be distributed at the venue on Election Day.
- (4) Votes shall be cast into a designated Ballot Box placed inside the voting venue.
- (5) All ballot papers distributed, including blank ballot papers, must be returned.

## 17. Counting of Votes

- (1) Counting of votes shall take place immediately after the voting closes.
- (2) Two council members appointed by the Returning Officer shall help count the votes. All candidates and their designated persons (not more than two from each candidate) may be present to observe the counting of votes.
- (3) A ballot paper shall be deemed to be invalid if -
  - (i) the number of candidates marked on the ballot paper exceeds the number that is allowed;
  - (ii) the ballot paper has not been marked properly; or
  - (iii) the ballot paper is marked in such a way that the identity of the voter can be traced.
- (4) The three candidates getting the highest number of votes shall be declared as the designated nominees of YWGSAA for registration as the Alumnae Managers.
- (5) If two or more candidates obtained the same number of votes, a second round of votes shall be conducted.



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## 18. Announcement of Result

- (1) The provisional election result shall be announced forthwith after completion of the counting of votes.
- (2) The Returning Officer shall inform the registered voters (and also all Ordinary Members of YWGSAA) of the result of the Alumnae Manager election within 24 hours on the official website of YWGSAA.

The election result shall be final if no appeal is lodged within 7 days after the announcement of the result of the provisional election (i.e. 24:00 hour on Sunday 28 May 2023).

## 19. Appeal Mechanism

- (1) An unsuccessful candidate may appeal against the result within 7 days of the announcement of the result to the Council in writing together with supporting reasons for the appeal.
- (2) The Council shall consider the appeal by special resolution based on principles of fairness; and deliver its decision within 21 days.
- (3) The decision of the Council in this regard shall be final.

## 20. Election Timetable

6 February to 27 February 2023 (3 weeks)	Nomination Period for Alumnae Managers
28 February 2023	Should the number of candidates equal to or less than 3, they shall be declared as designated nominees of YWGSAA for the purpose of registration as Alumnae Managers of IMC, without the necessity of going through further election.
2 March 2023	Posting biographies of eligible candidates YWGSAA website
6 February to 6 March 2023 (4 weeks)	Voters Registration for alumnae who are not Ordinary Members of YWGSAA



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25 March 2023	Election Day. Voting time period from 1430 to 1730.  Counting of votes and announcement of provisional election result to each and every candidate.  Unsuccessful candidate(s) may, within one week of the announcement, appeal to the YWGSAA Council
26 March 2023	Announcement of result on website of YWGSAA.
1 April 2023	Last day to lodge an appeal to Council.
2 April 2023	Election result becomes final if no appeal is lodged.
22 April 2023	Final decision of the Council to the appeal, if any.

Ms CHUI Wai Shan Anita  
Returning Officer of the Election  
YWGSAA