

**The Incorporated Management Committee of the HKMA David Li Kwok Po College
Election of the 1st IMC Alumni Manager**

February 23, 2017

Dear Alumni,

An Incorporated Management Committee (IMC) was established in May 2007 to manage the College. Under the Constitution of the IMC, the College's Alumni Association should nominate one Alumni Manager to take part in school management affairs. The Alumni Association will hold an election for the 1st IMC Alumni Manager.

The Alumni Association has appointed a Returning Officer to establish the "Procedures for Election for Alumni Managers of the Incorporated Management Committee", which is in accordance with the EDB's "Guide for Alumni Manager Election".

You are cordially invited to offer your candidacy for the 1st IMC Alumni Manager (The term of office should be one year). Election Procedures have been uploaded onto the Alumni Association's Website <http://dlkpalumni.weebly.com/> for alumni's reference.

The Role of the Alumni Manager:

1. Developing the general direction for the College, formulating the educational and management policies of the College;
2. Overseeing the planning and budgetary processes, monitoring the performance of the College;
3. Ensuring the accountability of the school management and strengthening the community network;
4. Promoting communication and cooperation between the IMC and members of the Alumni Association of the College.

Nomination Procedures:

1. Alumni should complete the attached Nomination Form to nominate himself / herself, or a member of the Alumni Association at this College as a candidate; Nomination Form is also available in the College's General Office;
2. Candidates must be a member of the Alumni Association at this College, and they must meet the requirements as explained in the Election Procedures;
3. Period of nomination:
Thursday, February 23, 2017 to Wednesday, March 8, 2017;
4. Nomination deadline:
Wednesday, March 8, 2017 at 5:00 pm;
5. Completed Nomination Forms must be returned to the General Office in person or by post before the deadline (Nomination Forms returned by any other methods will not be accepted). The General Office will issue a notice of receipt for recognition for the Nomination Forms submitted in person while an email about notice of receipt will be sent to the alumnus for the Nomination Forms sent by post.
6. Information submitted after the nomination deadline will not be accepted.

Voting:

1. Voting period:
March 23, 2017 to March 31, 2017
2. Voting deadline: **Friday, March 31, 2017, 5:00 pm**
3. Method of returning ballot papers:
 - Alumni could return the ballot papers to the General Office in person within the above period (8:00 am to 5:00 pm, except Saturdays, Sundays and public holidays); **or**
 - by post to the General Office.
4. Ballot papers should be sealed in envelopes specifically designed for this purpose.
5. A vote counting session will be held on **Friday, March 31, 2017 at 6:00 pm** at the College's Room 109.
6. The results will be announced via the College Website and the Alumni Association Website on Wednesday, April 5, 2017.
7. If only one candidate is nominated, he/she will automatically be elected as the Alumni Manager; if more than one candidate, the one who obtains the greatest number of votes will be registered as the Alumni Manager.

Please support our election of the HKMA David Li Kwok Po College IMC Alumni Manager. If you have questions or suggestions, please contact the Returning Officer via:

Email: alumni.dlkp@gmail.com

Or by post: The Returning Officer
The Election of the 1st HKMA David Li Kwok Po College IMC Alumni Manager
8 Hoi Wang Road, Mongkok (West), Kowloon

Regards,



Ms. Angel Lau (Treasurer of the Alumni Association)
Returning Officer
The Election of the 1st HKMA David Li Kwok Po College IMC Alumni Manager

The Incorporated Management Committee of the HKMA David Li Kwok Po College
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Nomination Form

Attention: The Returning Officer,

The Election of the 1st HKMA David Li Kwok Po College IMC Alumni Manager

☐ I wish to offer my candidacy in the 1st IMC Alumni Manager Election.

☐ I wish to nominate *Mr. / Ms. _____

(a member of the Alumni Association, year of graduation : _____) to be a

candidate in the 1st IMC Alumni Manager Election.

**## For self-nomination, please return this nomination form together with the completed
“Personal Profile” and “Declaration”.**

Please put “✓” in the appropriate box.

** Please delete where inappropriate.*

Name of Alumnus: _____ Contact No.: _____

Alumni's Signature: _____ Date: _____

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Personal Profile

I would like to offer my services as an Alumni Manager of the Incorporated Management Committee (IMC) of the HKMA David Li Kwok Po College. I fully understand the roles and responsibilities of the Alumni Manager in the IMC.

As a candidate, I hereby agree to the College distributing the information given below (except phone no. and e-mail address) to all members of the Alumni Association.

Personal Particulars

Name of Candidate: _____

Year of Graduation: _____ Contact No.: _____

Address: _____

Candidate's Signature: _____

Please fill in the box below. This information submitted will be distributed to alumni for reference before voting.

Notes:

1. Photo size should be 1.5 inch (W) x 2 inch (H).
2. Election platform must be provided in English.
3. Number of words is to be limited to 300 (punctuation not included).

Election Platform

Candidate's
recent photo

Candidate's recent photo	

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Declaration

Please put "✓" in the appropriate box.

<input type="checkbox"/>	1.	I am aged 18 or above.
<input type="checkbox"/>	2.	I am a member of the Alumni Association of the College.
<input type="checkbox"/>	3.	I am not a serving employee of the College.
<input type="checkbox"/>	4.	I reside in Hong Kong for at least 9 months each year.
<input type="checkbox"/>	5.	I have not previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment.
<input type="checkbox"/>	6.	I have not previously been refused registration as a manager of any school or as a teacher, or been refused permission to teach; or having been so registered or given permission and yet had the registration or permission revoked.
<input type="checkbox"/>	7.	I am not a bankrupt within the meaning of the Bankruptcy Ordinance (Cap.6) and I have not entered into a voluntary arrangement under that Ordinance.
<input type="checkbox"/>	8.	I have not been registered as a manager of 5 or more schools.
<input type="checkbox"/>	9.	I am not currently serving in other capacity in the IMC.
<input type="checkbox"/>	10.	I am not currently participating in the election of IMC manager in other capacity.

Name of Candidate: _____

Candidate's Signature: _____