

Election Guidelines of HKMUAA Executive Committee

1. Introduction

- 1.1. Save for members of the first HKMUAA Executive Committee (ExCom) appointed to office pursuant to Section 10.2 of Articles of Association of Hong Kong Metropolitan University Alumni Association (HKMUAA) and Section 2.1 of Rules of Procedures Governing the HKMUAA Executive Committee, the ExCom shall be elected by Ordinary Member, Life Member or Honorary Member of HKMUAA.
- 1.2. The Executive Committee shall take office on 1 September of the election year.

2. Formation of Cabinet

- 2.1 The election shall be conducted based on cabinet system.
- 2.2 All members of the cabinet must be HKMUAA Ordinary Member, Life Member or Honorary Member. Each member shall not be elected in more than one cabinet.
- 2.3 The cabinet must consist of seven office bearers, including:
 - a. President;
 - b. Vice President (2 members);
 - c. Secretary of the Executive Committee;
 - d. Finance Director;
 - e. Director of Membership;
 - f. Director of Public Relations
- 2.4 The Retiring President of the outgoing Executive Committee will be appointed as Ex-officio Member of the incoming Executive Committee.

3. Electoral Qualifications

- 3.1 Ordinary Members, Life Members or Honorary Member of the HKMUAA shall have the candidature eligibility and the right to vote in the election.

4. Duties of Development and Alumni Affairs Office (DAAO)

- 4.1 DAAO shall be responsible for supervising the application, voting, counting of votes, and disseminating information on the election among alumni and members of HKMUAA.

- 4.2 There is no limit on the number of cabinets. DAAO should verify the eligibility of each cabinet:
- a. To verify that all members of the cabinet are Ordinary Member, Life Member or Honorary Member;
 - b. To notify the cabinet within three working days after verification.
- 4.3 DAAO shall monitor the execution of the election procedures which include:
- a. To collect, consolidate and publish the principal goal and relevant information of each cabinet via digital means:
 - Bilingual content of no more than 1,000 words will be sent to all members of the HKMUAA via email.
 - Bilingual content of no more than 1,000 words will be uploaded to HKMUAA's social media platform.
 - b. To produce, distribute and collect ballots
 - c. To count the votes, confirm and announce the result of election

5. Election Procedure

5.1 Election Schedule

- a. Application Period
 - i. It starts at least 2 months before the end of the term of the existing Executive Committee and lasts for 30 days.
 - ii. The cabinet must submit the original Application Form in person during office hours (Monday-Friday: 9:00am to 6:00pm) or by mail (based on the postmark date) or by email before the deadline to:
Address: Development and Alumni Affairs Office
Hong Kong Metropolitan University Alumni Association Ltd
6/F, NEO, 123 Hoi Bun Road
Kwun Tong, Kowloon
Email: alumni@hkmu.edu.hk
 - iii. If the cabinet makes any false statement(s) or omits to state any significant information in the application, or if the cabinet makes any misrepresentation concerning the application, the application may be disqualified by HKMUAA Board of Directors (BoD). The BoD reserves the right to withdraw and / or cancel the application, or terminate the term of office.
- b. Promotion Period
 - i. Promotion could start from the date of receiving the notification by Development and Alumni Affairs Office, and will end before the Election

begins.

- ii. DAAO will publish cabinet's information as stated in Section 4 "Duties of Development and Alumni Affairs Office".

5.2 Voting

- a. Upon the confirmation of valid candidates by the DAAO, if there is only one cabinet candidate, the cabinet candidate will be declared elected with no voting required.
- b. If there are more than one cabinet candidates, voting shall take place in electronic form via a designated platform.
- c. DAAO shall issue an election notice to all Ordinary Members, Life Members and Honorary Members, providing them with the link to the designated election platform.
- d. The election shall be done by secret ballot and each eligible member shall vote by clicking on the designated link leading to the election platform.
- e. Each member shall only vote for one cabinet or abstention.
- f. Each member shall only vote once and the link should not be forwarded to others.
- g. The vote will become invalid if
 - i. More than one cabinet is elected;
 - ii. Using non-designated election platform;
 - iii. Submit the vote after the voting period; or
 - iv. Violate the election instructions.

5.3 Criteria to be elected

- a. If there is only one cabinet candidate, the cabinet candidate will be declared elected as the new Executive Committee with no voting required.
- b. If there are more than one cabinet candidates, the candidate receives more votes and obtains at least 50 votes will be successfully elected to be the new Executive Committee.
- c. If the cabinet candidates have the same votes, voting from members of the HKMUAA BoD will be arranged. The cabinet candidate with more votes from members of the HKMUAA BoD will be successfully elected.
- d. If there is no cabinet candidate, the current Executive Committee will hold the office until the next term.

5.4 Confirmation and announcement of Election Result

- a. The election result must be confirmed by the BoD.
- b. Upon the confirmation and verification of the election result, BoD will officially

appoint the Executive Committee in written format (Letter or Email).

- c. DAAO will notify all members of HKMUAA of the election result via email, website and social media platform within 5 days after the appointment by BoD (Section 2.6 of Rules of Procedures Governing the HKMUAA Executive Committee).

6. Appointment of BoD and Court membership

- 6.1 Upon the appointment of the Executive Committee by BoD, President and Vice-Presidents of the Executive Committee will be appointed as members of BoD.

- 6.2 Upon the appointment of the Executive Committee by BoD, BoD will recommend the President of Executive Committee as the Member of the Court for a term of two years which aligns with that of Executive Committee, subject to the approval by the University Council.

7. Appeal against the Election Result

- 7.1 Submission of Request to Appeal against Election Result
 - a. Appeal Procedures
 - i. Formation of Independent Investigation Committee
 - Members of this Committee must not be an executive committee member of any cabinet running in the election.
 - The Committee consists of three representatives from the BoD and two representatives from DAAO.
 - ii. Criteria to decide if the request is reasonable
 - Evidence must be provided for any of the following situations:
 - Bribery
 - Problems during ballot distribution and counting
 - Other behavior violating the law
 - iii. Announcement of Investigation Result
 - The Committee will submit a report of investigation to the BoD.
 - The Committee will notify HKMUAA members of the result via email and social media platform within 24 hours.
 - iv. Schedule of Submission of Request to Review Election Result
 - The request must be submitted within 2 days after the Election Day.
 - Details and evidence of the case must be submitted to the DAAO by mail or by email.

7.2 Follow-up Actions

- a. The submission is either overruled or

- b. Accepted for overthrowing the Election Result
 - i. Election needs to be restated by DAAO

8. Filling out temporary vacancies

- 8.1 If a member of the Executive Committee resigns within the term of service and there is a vacancy, the Executive Committee shall nominate a substitute for the BoD's approval.

- 8.2 If no suitable candidate is identified within the term of service, President of the Executive Committee shall report in writing to the BoD.

9. Explanation of the guidelines

- 9.1 Should there be any disputes relating to the HKMUAA Election Guidelines, the BoD's explanation and decision shall be final.