

Elections Guidelines of HKMUAA Executive Committee (Affiliated Members)

1. Introduction

- 1.1 According 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 Executive Committee of HKMUAA (ExCom) is comprised of no more than 18 members, among which the Affiliated Members shall be represented on the ExCom through a maximum of six seats.
- 1.2 The elected representatives together with other members of the incoming Executive Committee shall take office on 1 September each year.

2. Electoral Qualifications

- 2.1 All Affiliated Members of the HKMUAA shall have the right to nominate one representative to run for the seats.
- 2.2 The nominee should be an executive committee member of the Affiliated Member concerned, and an Ordinary Member or Life Member of the HKMUAA.
- 2.3 Each Affiliated Member shall have the candidature eligibility and the right to vote in the election.

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

- 3.1 DAAO shall be responsible for supervising the application, voting, counting of votes, and disseminating information on the election among alumni and members of HKMUAA.
- 3.2 DAAO should verify the eligibility of the nominees:
 - a. To verify that they are executive committee member of the Affiliated Member;
 - b. To verify that they are Ordinary Member or Life Member of HKMUAA;
 - c. To notify the nominees within three working days after verification.

- 3.3 DAAO shall monitor the execution of the election procedures which include:
- a. To collect, consolidate and publish relevant information of each nominee via digital means to all Affiliated Members
 - b. To produce, distribute and collect ballots
 - c. To count the votes, confirm and announce the result of election

4. Election Procedure

4.1 Election Schedule

a. Nomination Period

- i. It starts at least 2 months before the end of the term of the existing Executive Committee and last for 30 days.
- ii. The Affiliated Member must submit the original Nomination 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 Affiliated Member makes any false statement(s) or omits to state any significant information in the nomination, the nomination may be disqualified by HKMUAA Board of Directors (BoD). The BoD reserves the right to withdraw and / or cancel the nomination.

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 nominee's information as stated in Section 3 'Duties of Development and Alumni Affairs Office'.

4.2 Voting

- a. Upon the confirmation of valid nominees by the DAAO, if there are no more than six nominees, all the nominees will be declared elected with no voting required.
- b. If there are more than six nominees, voting shall take place in electronic form via a designated platform.

- c. DAAO shall issue an election notice to all Affiliated Members, providing them with the link to the designated election platform.
- d. The election shall be done by secret ballot and each representative of the eligible Affiliated Member shall vote by clicking on the designated link leading to the election platform.
- e. Each Affiliated Member shall only vote for six nominees or abstention.
- f. Each Affiliated Member shall only vote once and the link should not be forwarded to others.
- g. The vote will become invalid if
 - i. More than six nominees are elected;
 - ii. Using non-designated election platform;
 - iii. Submit the vote after the voting period; or
 - iv. Violate the election instructions.

4.3 Criteria to be Elected

- a. If there are no more than six nominees, all the nominees will be declared elected as representatives of the Affiliated Members in the Executive Committee with no voting required.
- b. If there are more than six nominees, the top six nominees with more votes will be successfully elected.
- c. If the nominees have the same votes, voting from members of the HKMUAA BoD will be arranged. The nominees with more votes from members of the HKMUAA BoD will be successfully elected.
- d. If there is no nomination from the Affiliated Members, the new session of the Executive Committee shall not be comprised of any seats for representatives of the Affiliated Members.

4.4 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 representatives of Affiliated Members 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).

5. Appeal against the Election Result

5.1 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 Affiliated Members 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.

b. Schedule of Submission of Request to Review Election Result

- i. The request must be submitted within 2 days after the Election Day.
- ii. Details and evidence of the case must be submitted to the DAAO by mail or by email.

5.2 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

6. Filling out temporary vacancies

6.1 If a representative of the Affiliated Members of the ExCom resigns within the term of service and there is a vacancy, the ExCom shall nominate a substitute for the BoD's approval.

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

7. Explanation of the guidelines

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