

Incorporated Management Committee (IMC) of Tak Oi Secondary School

Alumni Manager Election Notice (2023-2025)

Term of Office	From 1 September 2023 to 31 August 2025
Eligibility of voter / Alumni Manager	<ol style="list-style-type: none">1. He or she is aged 18 or above on the date of election;2. He or she is an alumnus of Tak Oi Secondary School; and3. He or she complies with the provisions relating to the Election of Alumni Manager under the Education Ordinance.
Responsibilities of Alumni Manager	<ol style="list-style-type: none">1. To observe and comply with the vision and mission of the School;2. To attend meetings of the IMC;3. To observe and obey all resolutions passed by the IMC;4. To assist the IMC in the implementation of its objects in the promotion of the affairs of the School;5. To promote communication and cooperation between the IMC and the body that nominated him/her for registration as a Manager; and6. To observe and comply with such codes of ethics and practice, and general educational policies and principles as may be set from time to time by the SSB in accordance with the vision and mission of the School.
Nomination Procedures	<ol style="list-style-type: none">1. An alumnus may nominate oneself or another eligible candidate to stand for the election.2. Each candidate must be seconded by two alumni.3. The nomination form can be downloaded from the school website and submitted to Tak Oi Secondary School in person or by post (8 Tsz Wan Shan Road, Kowloon) on or before 27 May 2023.

	<ol style="list-style-type: none"> 4. Each nominated candidate should supply a brief introductory statement of his or her personal information to the Returning Officer in 200 words. 5. The list of candidates, accompanied by the introductory statements, will be sent to all Members together with the notice of the Election at least 2 weeks in advance.
Period of Nomination	14 May 2023 to 27 May 2023
Date of Election	<p>24 June 2023</p> <p>Time: 14:30 – 15:45</p> <p>Venue: Tak Oi Secondary School</p>
Voting method	<ol style="list-style-type: none"> 1. All votes must be cast in person. 2. “Uncontested nomination” will be adopted. 3. If two or more candidates obtain the same number of votes, the decision will be made by drawing lots. 4. Under the supervision of the Returning Officer, alumni, candidates and advisers may witness the counting of votes. 5. All cast ballot papers will be put in an envelope which will be sealed and kept for at least six months.
Announcement of results	The election result will be announced via the school website within three working days.
Appeal	Unsuccessful candidates may, within one week of the announcement of results, appeal to TOSSAA in writing together with the reasons.