

Nomination of Candidates for Election of Executive Committee Members

The Executive Committee is currently working in preparation for the holding of the Annual General Meeting, tentatively in March 2025, where the election of Executive Committee Members will be one of the agenda items.

We set out below the rules and procedures regarding the nomination and election of Executive Committee Members under the Articles of Association (the “**Articles**”) of Saint Paul’s Co-educational College Alumni Association Limited (“**SPCCAA**”).

Members who would like to stand for election as Executive Committee Member are invited to study the below information and submit their notice of candidature to stand for election as Executive Committee Member.

(1) Eligibility of Candidates for Election as an Executive Committee Member

Under the Articles, unless waived by the Executive Committee, a person must satisfy the following requirements at the time of his or her election or re-election as an Executive Committee Member:

- (a) he or she is a Member;
- (b) he or she is ordinarily resident in Hong Kong;
- (c) he or she has made significant contributions to SPCCAA, the Executive Committee or any Sub-committee; and
- (d) he or she meets the service and other requirements as prescribed by the Executive Committee from time to time.

The service requirement currently prescribed by the Executive Committee under paragraph (d) above is the candidate having served in the Executive Committee or any Sub-committee for 3 years or in any SPCC events on 3 separate occasions.

(2) Nomination of Candidates for Election as an Executive Committee Member

Members (other than an Executive Committee Member who shall retire at the upcoming Annual General Meeting in 2025) who would like to stand for election as an Executive Committee Member requires nomination by 5 or more Members (provided that no Member may nominate more than 5 persons to stand for election at the same Annual General Meeting) and the recommendation of the Nomination Committee which, under the Articles, have the following roles and functions:

- (a) to decide on the qualification and suitability of any candidate proposed for election as an Executive Committee Member in accordance with the Articles;
- (b) where thought fit, to make a recommendation in respect of the appointment or election of any candidate as required by the Articles; and
- (c) to undertake such other functions and duties as may be prescribed by the Articles or otherwise decided by the Executive Committee from time to time.

An Executive Committee Member who shall retire at the upcoming Annual General Meeting in 2025, being eligible under the Articles, may offer himself or herself for re-election without the need for recommendation by the Nomination Committee.

Members who would like to stand for election as Executive Committee Member (“**Prospective Candidates**”) are invited to submit their notice of candidature to the Honorary Secretary of SPCCAA either by email to spccaa@spccaa.org or by post to SPCCAA at 33

MacDonnell Road, Hong Kong. Such notice of candidature shall include the following information:

- (1) The name and signature of 5 or more Members nominating him or her to stand for election, using the nomination form at the following link: <https://www.spccaa.org/flipping-book/linktree/Nomination%20of%20Candidates%20for%20Election.pdf>
- (2) Personal information including name, email, contact mobile number, SPCC class year, occupation and relevant qualifications;
- (3) Confirmation that he or she meets the eligibility requirements under the Articles, including without limitation evidence of his or her service in the Executive Committee or any Sub-committee for 3 years or service in any SPCCAA events on 3 separate occasions; and
- (4) Election manifesto setting out relevant experiences servicing SPCCAA subcommittees and what he/she hopes to achieve whilst in the role as SPCCAA Executive Committee member and why Members should vote for him/her. Such election manifesto should be limited to one single-sided A4 size using font size not smaller than size 12 Times New Roman. Any additional information beyond such one single-sided A4 page may not be included in the packages to Members.

The deadline for submission of notice of candidature to the Honorary Secretary shall be **5:00pm on 27 December 2024.**

After the above deadline, all the notices of candidature together with all relevant information shall be passed forthwith to the Nomination Committee, which shall determine the qualification and suitability of the Prospective Candidates in accordance with the Articles and the Terms of Reference. The Nomination Committee shall notify the Executive Committee of its decision and recommendation within 3 weeks after receipt of all the notices of candidature and relevant information of the Prospective Candidates. The decision and recommendation of the Nomination Committee shall be absolute, final and binding. The Prospective Candidates shall be notified of the determination of the Nomination Committee no later than 3 February 2025.

Election of Executive Committee Members at the Annual General Meeting

If the number of persons properly standing for election shall be equal to or less than the number of vacancies to be filled, at the Annual General Meeting, the chairperson of the Annual General Meeting shall declare all such persons to be elected as Executive Committee Members, and the election procedures will not be required.

However, if the number of persons properly standing for election shall be more than the number of vacancies to be filled, then election procedures prescribed under the Articles shall be followed at the Annual General Meeting.

Winnie Leung
Chairman
Saint Paul's Co-educational College Alumni Association

27 November 2024

Dr Jacqueline Sitt
Honourary Secretary
Saint Paul's Co-educational College Alumni Association Limited
33 MacDonnell Road
Hong Kong

Dear Madam:

Letter of Support

We, the undersigned, hereby support _____ as candidate for election to fill any vacancies on the Executive Committee at the Annual General Meeting of SPCCAA in 2025 in accordance with Article 34 of the Articles of Association of Saint Paul's Co-educational College Alumni Association Limited.

Yours faithfully,

Name:
Class of:
Date:

Name:
Class of:
Date:

Name:
Class of:
Date:

Name:
Class of:
Date:

Name:
Class of:
Date: