

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 February 2022, where the election of Executive Committee Members will be one of the agenda items.

Under the modernised Articles of Association (the “**Articles**”) of Saint Paul’s Co-educational College Alumni Association Limited (“**SPCCAA**”) adopted at our Annual General Meeting on 3 March 2021, changes have been made to rules and procedures regarding the nomination, election and retirement of Executive Committee Members.

We set out below an introduction of these rules and procedures. 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) Nomination Committee

Under the Articles, the Executive Committee shall establish the Nomination Committee, the role and functions of which are:

- (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.

In accordance with the Articles, the Executive Committee has on 14 July 2021 adopted the Terms of Reference for the Nomination Committee (“**Terms of Reference**”), which can be found with the following link:

https://www.spccaa.org/f/page/616/1780/ToR_Nomination_Committee.pdf

Under the Terms of Reference, the Nomination Committee shall consist of five members, being: (i) the Chairperson of SPCCAA; (ii) the First Vice-chairperson of SPCCAA; (iii) the Second Vice-chairperson of SPCCAA (together with the Chairperson and the First vice-chairperson, the “**Chairpersons**”); (iv) one Executive Committee Member to be nominated by the Chairpersons and approved by the Executive Committee by a simple majority of votes; and (v) one Member who is not an Executive Committee Member to be nominated by the Chairpersons and approved by the Executive Committee by a simple majority of votes.

The current members of the Nomination Committee are: (i) Mr Andrew Luk, (ii) Ms Winnie Leung, (iii) Ms Christina Gaw, (iv) Mr Vincent Leung, and (v) Mr Herbert Tsoi.

(2) 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 Executive Committee has on 10 November 2021 resolved that the service requirements under paragraph (d) above means serving in the Executive Committee or any Sub-committee for 3 years or serving in any SPCCAA events on 3 separate occasions.

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

An Executive Committee Member who shall retire at the upcoming Annual General Meeting in 2022, being eligible under the Articles, may offer himself or herself for re-election without the need for recommendation by the Nomination Committee.

Members (other than an Executive Committee Member who shall retire at the upcoming Annual General Meeting in 2022) 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 in accordance with the Articles and the Terms of Reference.

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/f/page/616/1780/Nomination_Form.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 17 December 2021**.

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 14 January 2022.

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.

Andrew Luk
Chairman
Saint Paul's Co-educational College Alumni Association

17 November 2021