



Hong Kong University Alumni Association of Ontario

Guidelines for HKUAAO Executive Committee (a.k.a. Board of Directors) Nominating Committee and Election Procedures

The Nominating Committee's role is to present the best possible list of nominees for the members' consideration for election at the AGM.

The following outlines election procedures, timelines, positions to be filled and consideration for the selection of candidates.

(I) THE NOMINATING COMMITTEE

Not later than 30 days before the AGM, the President shall appoint a Nominating Committee consisting of not less than five members of the Board including the

1. President
2. Vice -President
3. Immediate past-president
4. Secretary
5. A Board member or Board Advisor

(II) TIMING OF THE ELECTION PROCESS

1. The President shall announce the appointment of the Nominating Committee no later than 30 days before the AGM or on the date of the e-notice announcing the AGM whichever is later.

2. A member who seeks to be elected to the Executive Committee (Board) must have a nominator (a member of the HKUAAO in good standing as of the Record Date) who will email their nomination to the Nominating Committee via a prescribed form before the deadline date for nomination. A nominee must be a member of the HKUAAO in good standing on the date of the Record Date set by the Executive Committee, or if the Record Date has not been set, the date before the e-notice regarding the date of the AGM is announced to the membership, would be deemed the Record Date. Any nominee should also be a member of the HKUAAO for a full calendar year or more before the nomination. The nomination should be accompanied by supporting signatures from 2 members in good standing as of the Record Date. It is important in the nomination form to indicate the qualifications, contributions and attributes of the nominee in relation to the work of the HKUAAO.

3. Current Executive Committee (a.k.a. Board) members would be given a form by the Nominating Committee (Re-election Form) to fill out to either check the box stating that the member wishes to stand for re-election or not to return for re-election. Such a form should be returned within 7 days after receipt to the Nominating Committee. The requirement for nominators and supporters are waived for those Board members standing for re- election.

4. The Nominating Committee shall meet and decide on the number of Board members for the upcoming year having taken into consideration of the needs and workload of the Executive Committee for the upcoming year as well as the eligibility and various attributes of the nominees presented. The Nominating Committee shall deliver a report with a list (list A) of eligible and recommended nominees to the Secretary of the Executive Committee (the Board) not later than 4 days before the AGM. The Nominating committee will also deliver a list of not eligible nominees (list B) as well as a list (list C) of eligible but not recommended nominees to the Board. The Board shall meet in person or by electronic means to vote by majority to approve the report and lists within 2 days of the receipt of these documents.
5. The Secretary shall send via the Communication Director to the membership an e-notice stating the date of the AGM and the Board approved list (list A) of eligible and recommended nominees not later than two days before the AGM. List C will likewise be announced in the same e-notice but will only contain the names of those nominees who have consented to making their names known to the membership in the nomination form should they be not recommended for election
6. The election of the new Executive Committee shall be conducted at the AGM.
7. Results of the election will be reported at the website of HKUAAO within 7 days after the AGM.

(III) ELECTION PROCEDURES

1. The President or Election Returning Officer (to be appointed if necessary by the President at the AGM) shall read the notice as issued by the Secretary and conduct the election.
2. A nomination may not be made from the floor as the nomination deadline has been announced in the e-notice.
3. The election vote can be held by slate if the number of nominees equals the number of positions on the Executive Committee (Board) or by individual election if the number of positions to be elected is less than the number of nominees.
4. Election is held in person unless the AGM is held by electronic means due to extraordinary circumstances such as during a pandemic. A majority of the votes cast (based on the quorum attending the AGM) is required to elect. Proxies will not be recognized.
5. Only members in good standing as on the Record Date shall be eligible to hold office or vote.
6. One member is entitled to one vote, and no one may cast more than one vote.
7. All elected Executive Members (Board Directors) shall assume their offices after the first Board meeting called after the AGM election.