



31st July, 2016

Election (Music Association 2016/17 General Election) Guideline

Section I: General

Background and Effect of this Guideline

1. By the power conferred in Section VII, Article 3 of the Constitution, the Music Association Election Committee has issued this Guideline to govern matters of the 2016/17 Music Association General election in accordance with the Constitution and the Election Bylaw.
2. The Guideline may be referred to as the "Election (Music Association 2016/17 General Election) Guidelines".
3. This Guideline comes into force on 31st July, 2016.
4. Nothing in this Guideline can contravene any parts of the Constitution or the Election Bylaw.
5. This Guideline shall bind the Election Committee.
6. The Election Committee may amend this Guideline by notice whenever necessary.

Interpretations

7. Other than the interpretations and definitions stated in the Constitution and the Election Bylaw, in this Guideline:-

the "Election"	means the 2016/17 General Election of the Association;
the "Election Committee"	means the Election Committee that was established during the Evaluation Meeting of the Association, which consist of all Officers of the 40 th term of the Association, to conduct the Election for electing the Cabinet of the 41 st term of the Association;
the "Application"	means an application to form a proposed cabinet at the Election;
the "Application Period"	has the same meaning as Point 8 of this Guideline.



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Section II: Application

Application Period

8. Except as permitted in writing by the Election Committee, applications for forming proposed cabinets at the Election can only be made during the period of 1st August, 2016 (Monday) to 12th August, 2016 (Friday). (the "Application Period")
9. The Election Committee may extend the Application Period for at most seven calendar days if: –
 - 9.1. no applications have been made during the original Application Period; or
 - 9.2. no applications have been accepted after processing all applications made during the original Application Period; or
 - 9.3. the Election Committee has failed to receive incoming applications that have been submitted in respect of this Guideline during the original Application Period.

Absence of application

10. If: –
 - 10.1. no applications have been made during the original Application Period; or
 - 10.2. no applications have been accepted after processing all applications made during the original Application Period,

the Election Committee must issue additional instructions for the subsequent election process within seventy-two hours after the end of the Application Period in accordance with the Constitution and the Election Bylaw.

Qualifications for candidates

11. Any candidate must be the member of the Association, and has fulfilled the following criteria:
 - 11.1. President:
 - (a) Shall be a student of Form 5 or above; AND
 - (b) Has served AT LEAST (3) academic years in the Association other than the Office;
OR
 - (c) Has served AT LEAST (1) year in the Office.



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11.2. Vice-Presidents(s):

- (a) Shall be a student of Form 4 or above; AND
- (b) Has served AT LEAST (3) academic years in the Association other than the Office.

Format of Application

12. To form a proposed cabinet, each application must: -

12.1. conform to the requirements stated in Section IV, Article 3 of the Constitution of the Music Association, Wah Yan College, Kowloon, i.e. each application shall include:-

- (a) one candidate for the office of the President of the Association
- (b) one or two candidate(s) for the office of the Vice-President(s)

12.2. contain the name of the proposed cabinet

12.3. contain the name, classes, class numbers of each applicant

12.4. enclose an election proposal in Microsoft Word (.doc/.docx) format or in PDF (.pdf) format; and

12.5. be delivered to the Election Committee by email to **ma@wyk.edu.hk**

13. An election proposal must include: -

13.1. Name of the proposed cabinet;

13.2. Email address of the proposed cabinet;

13.3. Name, classes, class numbers, proposing offices and contacting information of the candidates;

13.4. Particulars of the candidates' qualifications as prescribed in Section IV, Article 7 of the Constitution and background information of candidates;

13.5. Policy Platform;

13.6. Annual Plan of the Association

13.7. Election Campaign; and

13.8. Election Budget

Acknowledgement for the receipt of applications

14. The Election Committee must acknowledge the receipt of any application by email to the corresponding proposed cabinet within twelve hours after the receipt.



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Announcement for the result of applications

15. The Election Committee must decide on whether to accept or to reject an application within one working day after receiving application, and issue the result of the respective application by email to the respective Proposed Cabinet.
16. The Election Committee must publish the final list of Proposed Cabinet(s) within forty-eight hours after the Application Period has ended.
17. the Final List of Proposed Cabinet(s) must include:—
 - 17.1. Name of the Proposed Cabinet(s);
 - 17.2. Names, classes, class numbers and the proposing offices of the respective candidates in the Proposed Cabinet(s); and
 - 17.3. Particulars of the qualifications for each candidate as prescribed in Section IV, Article 7 of the Constitution.



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Section III: Promotion

Promotion Period

18. All proposed cabinets can only promote during the period of 15th August, 2016 (Monday) to 9th September, 2016 (Friday) (the “Promotion Period”) in compliance with the Constitution, the Election Bylaw and this Guideline.

No unauthorized promotion

19. Unless permitted under Point 21 of this Guideline, anyone must not organize, or actively participate in, regulated activities as stated in Point 20 of this Guideline.
20. In relations of the Election, “regulated activities” means: –
- 20.1. posting poster(s) in the School; or
 - 20.2. hanging banner(s) in the School; or
 - 20.3. distributing any publication or item to students in the School; or
 - 20.4. emitting sound with loudspeaker or amplifier in the School; or
 - 20.5. asking for students’ support in the School during lessons (the “in-class promotion”);
or
 - 20.6. other activities in the School that promotes or prejudices any candidate(s) or proposed cabinet(s) at the Election.

Permit for Promotion

21. For organizing or actively participate in regulated activities, any proposed cabinet must first apply the Permit for Promotion by email to **ma@wyk.edu.hk** fourteen calendar days before the event starts.
22. All applications of permit for promotion must include: –
- 22.1. name of the proposed cabinet;
 - 22.2. classes, class numbers, and names of each applicant;
 - 22.3. which type(s) of regulated activities to be organized;
 - 22.4. date, time, venue and details of the event(s).
23. The Election Committee will process the application of permit for promotion with the School Office once the application for the permit is received.
24. Result of the application of permit for promotion will be informed to the respective



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proposed cabinet(s) by the Election Committee by email.

25. Unless the material(s) will only be published online or on any social networking website, any material or publication by the proposed cabinet(s) must be submitted to the Election Committee for written approval by email to **ma@wyk.edu.hk** twenty-four hours before publishing the respective material.

No false or misleading statement

26. Any candidate or proposed cabinet must not publish materially false or misleading statement(s) relating to a particular candidate or a proposed cabinet during the election.



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Section IV: Finance

Electoral Subsidy

27. Each proposed cabinet can reclaim at most HK\$1,000 from its election expenses subject to the approval of the Election Committee.

Financial Statement

28. All proposed cabinets must submit their respective financial statements and supporting documents to the Election Committee by email to **ma@wyk.edu.hk** no later than three calendar days after the Election Day.



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Section V: Activities organized by the Election Committee

29. The Election Committee must inform the public and the proposed cabinet(s) about the date, time, venue(s), schedule, procedures, rules, and other details of any activity that will be held by the Election Committee at least fourteen calendar days in advance.



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Section VI: Sanction

Applications with insufficient, false or misleading information

30. If the Election Committee decides that any information or document provided in an application is insufficient, false or misleading, the Election Committee may reject the application concerned with the following action(s): –
- 30.1. allow the applicant to re-submit the application with further information or documents regarding the application within a period of time specified by the Election Committee;
 - 30.2. condemn the applicant(s).

Disciplinary Action(s) against Candidates or Proposed Cabinets

31. If the Election Committee finds that any candidate or proposed cabinet is in breach of the Constitution, the Election Bylaw or instructions given by the Election Committee, the Election Committee may:
- 31.1. condemn the respective candidate(s) or proposed cabinet(s);
 - 31.2. confiscate and transfer the electoral subsidy of the respective proposed cabinet(s), entirely or just in portion, to the income of the Association;
 - 31.3. disqualify the respective candidate(s) or proposed cabinet(s) from the Election.