

Arrangements on circulation of election material published by Candidates standing for Vice President and Elected Ordinary Member election and Vice President re-election

1. The arrangements of circulation of election material published by Candidates for the purpose of promoting the running for the Vice President (VP) or Elected Ordinary Member (EOM) election or VP re-election set out below are based on the principles of fairness and equality for conducting election-related activities.
2. Candidates could send their election material at their own costs to all Corporate Members who are eligible for voting on the day of Annual General Meeting (AGM) by way of direct mailing and/or through the Institution's e-Newsletter arrangement. Candidates could choose to send the election material collectively with each other under the same posting cover or e-Newsletter. Candidates concerned have to co-ordinate amongst themselves on the cost apportionment and related arrangements.
3. Election material for each Candidate is limited to one sheet A3 paper with printings on both sides. For election material to be sent out via e-Newsletter, the file size of the election material for each Candidate should not exceed 2MB. The same election material should only be used in the event that Candidates choose to send their election material by both direct mailing and e-Newsletter.
4. Candidates are entitled to make one direct mailing and one e-Newsletter, either individually or collectively. If Candidates choose to send the election material collectively with each other in the same batch, request could be submitted by either of them with indication of all those to be covered under the same batch. The Candidate submitting the request would be the contact person and responsible for all the arrangements. Request in writing must be delivered to the Chief Executive and Secretary **not later than 21 days** before the day of the AGM.

4.1 For direct mailing

Candidates must deposit with the Chief Executive and Secretary a copy of the printed election material before posting, which in any case must be at the latest **five days** before the day of the AGM for record purpose.

4.2 For e-Newsletter

Candidates must submit their election material to the Chief Executive and Secretary at the latest **10 days** before the day of the AGM for processing. The e-Newsletter will be sent out to all Corporate Members within the next five days upon confirmation of the layout of the e-Newsletter with the Candidates.

5. Arrangements on Direct mailing

- 5.1 Direct mailing in this context means posting the election material to all Corporate Members who are eligible for voting on the day of the AGM and the election material shall be mailed by the Publisher independently.
- 5.2 Candidates are responsible for all expenses incurred for the preparation, publication and distribution of election material as well as the necessary arrangements with and direct payment to the Publisher.
- 5.3 The address labels for posting will be provided by the Institution separately and directly to the Publisher and will not be released to Candidates. The charges for label printing will follow the same rate as that for the Divisions specified under the Division Manual and must be paid in advance before delivery of the labels. In the event that the election material of the Candidates does not comply with the requirements stated in these guidelines, the Secretariat will not provide the address labels for posting until rectification is made.
- 5.4 The Publisher designated for distribution of the Institution's AGM notice will provide lettershopping and packing the election material submitted by Candidates for delivery. The use of the additional printing service of the Publisher is at the discretion of the Candidates. The Secretariat will provide the contact information of the Publisher at the time of Candidates submitting their requests for direct liaison and quotation. All business transactions made hereunder should be solely between the Candidates and the Publisher and no liability of any kind would be borne by the Institution.
- 5.5 Candidates should note that the Publisher may have their own business timetable for printing, lettershopping and packing. Candidates are encouraged to plan well ahead to allow time for liaison with the Publisher so as to ensure that the election material could reach voting members before the polling day.

6. Arrangements on e-Newsletter

- 6.1 Candidates could send their election material via the Institution's e-Newsletter system to voting members at a cost of HKD200 charged by the Institution, which must be paid in advance before the e-Newsletter is to be sent. No refund would be made under all circumstances.
- 6.2 Candidates are required to submit a soft copy of their election material in PDF format with a maximum file size of 2MB. In any event, hyperlinking to any website printed in the election material would not be accepted for the purpose.
- 6.3 The e-Newsletter will be sent out by the Secretariat via the Institution's e-Newsletter system and all the email addresses of the receivers will not be released to Candidates.

- 6.4 Candidates should be aware that the e-Newsletter may not be able to be received/opened by all recipients due to various circumstances that may arise.
7. Candidates must ensure the correctness and accuracy of the content in their election material which should not be indecent, defamatory or in any way unlawful. Any incorrect information, misrepresentation or mistakes made in their election material may be deemed evidence of misconduct and could be subject to strict disciplinary action. The words “**Election Material**” in font size fourteen (14) in Times New Roman and in bold must be clearly marked on the top right-hand corner of the first of front page of the election material.
 8. Candidates may use the HKIE logo in a designated area of their election material in the format as attached.
 9. The statement “**The information in the election material is of my own. The Institution assumes no responsibility in terms of their correctness, accuracy, or otherwise.**” must be printed at the bottom or the last page of each Candidate’s election material in the font size twelve (12) Times New Roman. The Institution has the authority to delete any passages that are deemed defamatory and unsuitable.



Election Material