

The Selangor and Federal Territory Hainan Association ('the Association') **2024-2027 General Council Election Guide and Rules**

1. Election Committee Members

As per Clause 8.4 (a) of the Constitution of the Association ('the Constitution'), the General Council has appointed five (5) members of Election Committee i.e. Mr. Hong Nan Tong (Chairman), Mr. Gilbert Foo Tun Hua, Mr. Gavin Foo Tun Xiang, Mr. Lim Fang Hau, and Mr. Eng Fwu Ji.

2. Election Committee's Role and Responsibilities

- 2.1 Be responsible for hosting and supervising the election of the Association.**
- 2.2 Adopt a complete list of members as at 26/03/2024 for election use.**
- 2.3 Be fully in charge of election work, and to conduct the election at best endeavor.**
- 2.4 Appoint the Secretariat of the Association as the election workers to assist the Election Committee to arrange, implement and complete the election work.**
- 2.5 Request the Association to get Security Guards to take care of and ensure the security of the ballot boxes and ballot papers.**
- 2.6 In accordance with Clause 8.4 (a) of the Constitution, the Election Committee shall attend to all affairs related to election.**
- 2.7 As empowered by Clause 8.4 (g) of the Constitution, the Election Committee shall have the authority to disqualify election candidates based on the ground of violation of any of the election rules and guidelines, and the decision of the Election Committee shall be final.**

3. Election and Nomination

- 3.1 According to Clause 8.1 (b), forty-two (42) General Council members shall be elected at an Annual General Meeting.**
- 3.2 Any interested member who is eligible for election can be nominated via nomination form as required by Election Committee.**
- 3.3 Members shall obtain nomination forms from the Secretariat during office hours from 30/05/2024 (9am – 5pm) onwards.**
- 3.4 Pursuant to Clause 8.4 (c), duly completed nomination forms must be submitted to the Secretariat of the Association not later than fourteen (14) days before the date of Annual General Meeting. Mailing of the nomination shall not be entertained. The closing date of nomination shall be on 15/06/2024, 1pm sharp.**
- 3.5 As required by Clause 8.4 (b), each nomination must be proposed by one member and seconded by another member. The candidate must duly sign the nomination form to signify his or her consent for being nominated and attach a recent passport size photo.**
- 3.6 The Election Committee shall reserve its right to reject any incomplete nomination form.**
- 3.7 Candidates, Proposer and Seconder must be the Association's qualified members as stated in Clause 4.3 (e) of the Constitution. A member whose membership is less than three (3) months shall not be entitled to nominate and elect office bearers and they are not eligible for election as office bearers. Members whose membership was approved by General Council on 04/03/2024 or before are qualified members.**
- 3.8 Candidate can withdraw himself / herself from the election within three (3) days from the date of nomination by submitting a written declaration to the Secretariat.**
- 3.9 Candidate number shall be obtained after the closing of nomination via a ceremony for drawing lots on 18/06/2024 (Tuesday) by Election Committee. The candidate number shall be placed in the nomination forms accordingly and published on a notice board.**

- 3.10 If there are more than 42 candidates, election shall be held via a voting process. The first 42 candidates with the highest number of votes shall be elected as the General Council members. The Election Committee shall draw lots to decide the elected General Council member if any subsequent candidate(s) share the same number of votes with the 42nd candidate.
- 3.11 If the number of candidates is less than 42, then the Election Committee shall announce all of the candidates as General Council members. Any inadequacy shall be decided by General Council.

4. Nomination

- 4.1 The closing date and time of nomination, shall be a date which is not later than fourteen (14) days before the date of the Annual General Meeting in accordance with Clause 8.4 (c) of the Constitution.
- 4.2 Duly completed nomination forms shall be submitted to the Secretariat of the Association at 65, Persiaran Endah, Off Jalan Syed Putra, 50460 K.L before 15/06/2024 (Saturday), 1pm. Late submissions shall not be entertained.

5. Voting and Ballot Paper

- 5.1 The General Council shall decide the date(s) and duration of election as per Clause 8.4 (d) of the Constitution.
- 5.2 The Voting Spot ('the Polling Station'), dates and time are as stated in the Annual General Meeting cum Election Notice dated 30/05/2024.
- 5.3 According to Clause 8.4 (e), members shall vote in person by producing their original identity cards to obtain ballot papers and vote on the spot.
- 5.4 Voters who are in the Polling Station at the time of closing shall be allowed to vote provided they reach on time during close of vote and are entitled to a number given. Otherwise, late comers shall not be entertained.
- 5.5 The General Council shall decide the ballot paper printing service provider. The ballot paper printing service provider shall be required to sign a confidentiality and non-disclosure declaration.
- 5.6 Ballot papers shall be duly stamped with the names of two (2) Election Committee members on the back page before they are issued to the voters.

6. Guidelines for Election

- 6.1 Once the nomination is closed, ballot paper printing shall be arranged by the Election Committee. The sample is shown in Appendix 1 herein below (picture is for reference / illustration purpose only).
- 6.2 All ballot papers shall be numbered accordingly.
- 6.3 Each voter shall be required to produce his or her identity card for identity verification purpose. Ballot paper shall only be issued to eligible voter subject to such verification.
- 6.4 A member whose membership is less than three (3) months shall not be qualified to vote pursuant to Clause 4.3 (e) of the Constitution.
- 6.5 The verifier shall verify the identity of each voter by matching the original identity card of the voter with the database in the computer system. Facial verification will also be conducted by matching the image shown in the identity card of the voter with the individual before the eyes of the verifier. If the voter is confirmed to be qualified, the verifier will lock this qualified voter in the computer system and issue him or her the Acknowledgement of Ballot Receipt Slip ('the Slip') for ballot redemption.
- 6.6 The voter shall be given ONE ballot paper upon his or her submission of the Slip at the Ballot Redemption Counter. He or she has to sign on the Slip as an acknowledgement of receipt of the ballot paper. The back page of the ballot paper must be signed or stamped by either the Election Committee member who is stationed at the polling station.

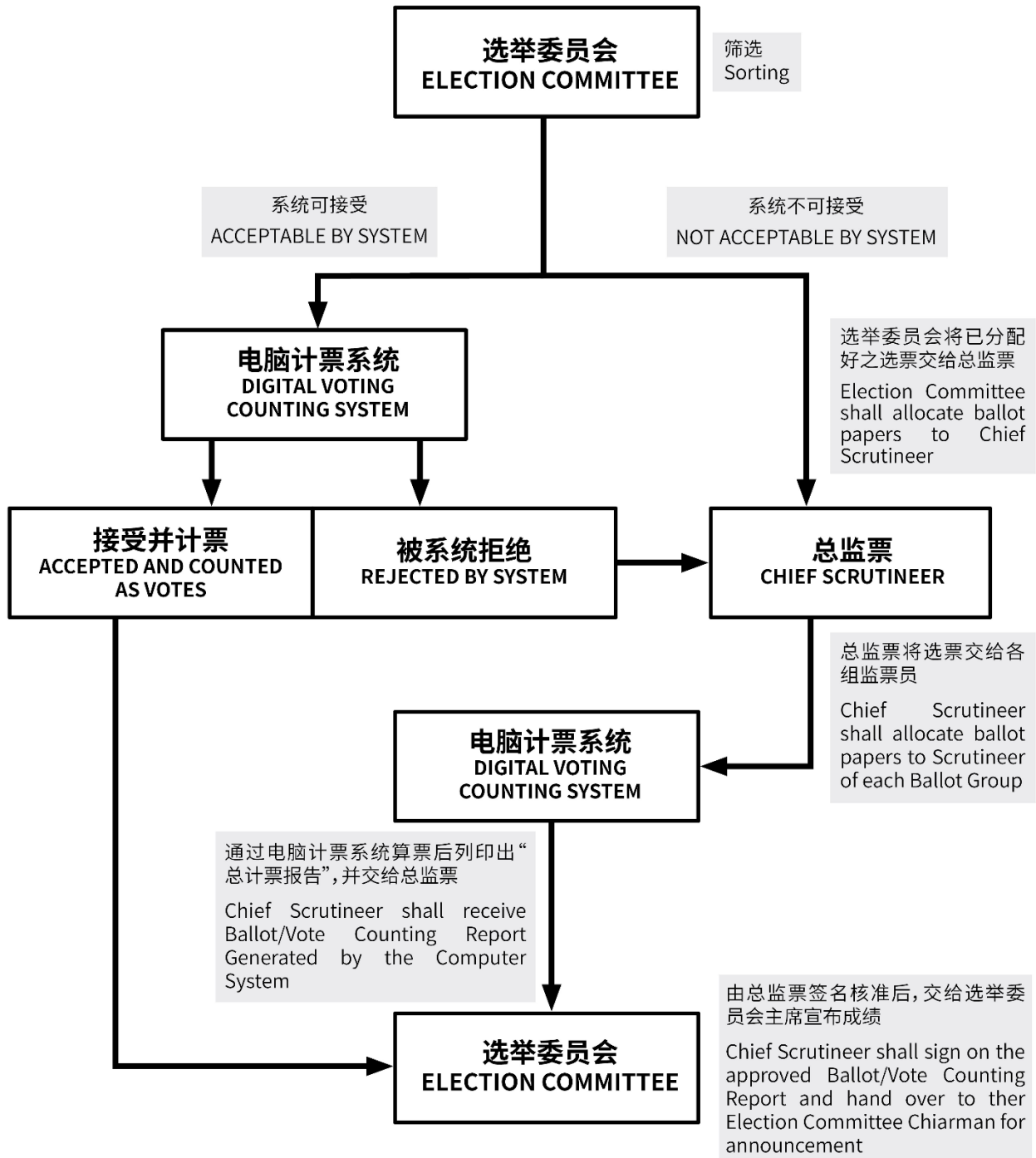
- 6.7 Ballot paper shall be deemed spoilt should the voter mark more than 42 crosses on it to indicate his or her choices of candidates.
- 6.8 With regard to the correct way of marking the ballot paper or casting the vote, please refer to Appendix 2 (picture is for reference / illustration purpose only).
- 6.9 Voters shall cast their votes at Thean Hou Hall on 29/06/2024 or 30/06/2024 at the stipulated time as stated in the Notice.
- 6.10 Voters shall not be allowed to leave the polling station together with the ballot paper or Acknowledgement of Ballot Receipt Slip issued to them.
- 6.11 Voters are required to vote in person and mark the ballot papers themselves. Proxy voting is prohibited.
- 6.12 Each voter is required to vote within the time limit of 15 minutes at the voting booth. The Election Committee shall have the discretion to instruct the security guard or Rela to expel anyone who is deemed to be unfit to vote or behave suspiciously or cause undue delay.
- 6.13 Subject to the circumstances, the Election Committee shall allow handicapped voters or voters with disabilities to vote with help of others under the supervision of the Election Committee.
- 6.14 No change of ballot paper is allowed after its issue.
- 6.15 Voting process:



7. Dealing with Ballot Boxes

- 7.1 Before voting starts, the crew member(s) shall open the empty ballot box for the Election Committee member(s) to check and lock it with padlock(s) immediately after the check-up.
- 7.2 The Keys for the above-mentioned padlock(s) shall be sealed in an envelope. After the Election Committee member(s) sign on the sealed envelope, the Election Committee Member will rubber stamp on it. The sealed envelope shall be kept in a safe box.
- 7.3 The padlock(s) will also be sealed with tapes on which the Election Committee member(s) will sign , followed by a rubber stamp of the Election Committee member.
- 7.4 After the voting session is closed, under the supervision of the Election Committee Member, the ballot box shall be sealed with tape on which the Election Committee member(s) will sign followed by the rubber stamp of the Election Committee member.
- 7.5 Sealed ballot boxes shall be picked up by the Security and delivered for storage in a room designated by the Election Committee. The door of the room shall be locked, sealed and guarded. The whole process is supervised by the Election committee member(s). Admission shall be strictly prohibited until further instruction given by the Election Committee.
- 7.6 All ballot boxes shall be unsealed by the Election Committee before the eyes of all members who attend the Annual General Meeting.
- 7.7 One ballot box shall be used for the polling station unless and until the box is full. The Election Committee member(s) shall have the right to increase the number of ballot boxes subject to the circumstances.
- 7.8 If the said sealed box of the ballot box is broken for whatever reason, the Election Committee shall deem the ballot papers in the ballot box to be null and void.

8. Vote Counting Procedure



9. Chief Vote Counting Scrutineer (Chief Scrutineer), Chief Vote Counting Reader (Chief Reader) and Chief Vote Counting Recorder (Chief Recorder)

- 9.1 This year, for the first time, we are engaging a third party to provide Digital Vote Counting Services. During the General Meeting, we will still elect the Chief Scrutineer, the Chief Reader, and the Chief Recorder.
- 9.2 The ballots will be counted using the Computer Counting System. The Chief Scrutineer, Chief Reader, and Chief Recorder are responsible for tallying the votes, supervising the counting process, and submitting the final election results to the Chairman of the Election Committee for announcement.

- 9.3 The staff under the Chief Scrutineer, Chief Reader, and Chief Recorder will determine the number of groups (mostly students) and staff as needed to assist in the scrutinizing, reading, and recording of votes.
- 9.4 Before opening the ballot boxes, the boxes should be arranged in chronological order of the voting dates and times.
- 9.5 After the Election Committee verifies that the seals on the ballot boxes are intact, the ballots from the first day's ballot box will be emptied first. The total number of ballots will be counted to ensure it matches the number of ballots issued on that day, and so forth.
- 9.6 The number of ballots in the ballot box can only be less than or equal to the number of ballots issued on that day, but not more.
- 9.7 Once the Election Committee confirms the accuracy of the ballot count, the vote counting process will begin according to the Vote Counting Procedure.

10. Role and Responsibilities of Vote Counting Scrutineer ('the Scrutineer')

- 10.1 It is necessary to verify whether the number of ballots allocated by the Chief Scrutineer is correct.
- 10.2 Assist the Election Committee in confirming whether they meet the requirements of the Digital Vote Counting System.
- 10.3 Supervise the operation of the Digital Vote Counting System to ensure the accuracy and integrity of the counting process.
- 10.4 Assist in handling any issues or anomalies that arise during the counting process.
- 10.5 Check for any spoiled ballots and submit the spoiled ballots for stamping with the seal stating "This ballot has been spoiled" (see Appendix 3), and jointly sign by the Chief Scrutineer, Chief Reader, Chief Recorder and Election Committee.
- 10.6 Include the checked ballots, including spoiled ones, and hand them over to the vote counter for recording.
- 10.7 Ensure that the ballots announced by the ballot announcer and recorded by the vote counter are accurate.
- 10.8 Ensure that all "Counting Reports" are jointly signed by the scrutineer, the ballot announcer, and the vote counter, and be responsible for submitting this report to the Chief Scrutineer.

11. Role and Responsibilities of Vote Counting Reader ('the Reader')

- 11.1 The Reader shall receive the Ballot Papers from the Recorder.
- 11.2 The Reader shall be required to read out the Candidate Number in sequence according to each ballot paper.
- 11.3 The speed of reading shall be concurrent with the speed of recording.
- 11.4 Once reading of each ballot paper is complete, the Reader must say 'DONE' or '完'. The same steps will be followed for the subsequent ballot paper readings.
- 11.5 If a SPOILT BALLOT is in hand, the Reader shall say 'the X ballot paper is a SPOILT BALLOT!'
- 11.6 The Reader and two other parties i.e. the Supervisor and the Recorder shall sign on the Ballot/Vote Counting Report after the whole counting is complete.

12. Role and Responsibilities of Vote Counting Recorder ('the Recorder')

- 12.1 The Recorder is required to listen carefully the Candidate Number read aloud by the Reader.
- 12.2 The Reader shall enter the Candidate Number correctly into the computer system after listening to each of the Reader's reading.
- 12.3 The votes and the Ballot/Vote Counting Report shall be submitted to the Scrutineer once the Reader has confirmed its accuracy.

13. Guidelines for Candidates

- 13.1 The candidates shall adhere to the Election Guide and Rules.
- 13.2 The candidates shall not set up their booth within the polling station for their election campaign. They can only set up their booth for such purpose at an area of not more than 300 meter square assigned by the Election Committee.
- 13.3 The expenses of the Candidates' election campaign activities including the setup of booth, the banner, the licensing fee, the cleanliness and etc. shall be borne by the candidates themselves.
- 13.4 Nuisance, assault, provocation and whatsoever are strictly prohibited in the polling station.
- 13.5 Candidates are not allowed to hire their own Security Guards to guard the ballot boxes.
- 13.6 Bankruptcy search is essential for verifying the qualification of each candidate. Candidate shall be disqualified due to bankruptcy.
- 13.7 The Election Committee shall has the authority to disqualify any candidates based on the ground of violation of any Election Rules and Guidelines and the decision of the Election Committee shall be final as per Clause 8.4 (g) of the Constitution.

14. Guidelines for Voters

- 14.1 No speech is allowed while voting.
- 14.2 Phone calls and /or photo / video taking are strictly prohibited in the voting area.
- 14.3 While voting, no discussion or chit-chat is allowed in the polling station save and except for any clarification with the Election Committee if necessary.
- 14.4 If there is any doubt or query, the voter is required to clarify with the Election Committee.
- 14.5 Each eligible voter shall be entitled to one ballot paper only in order to vote once. Repetition of vote casting is strictly prohibited.
- 14.6 Each voter shall be given 15 minutes for voting. The Election Committee shall instruct the Security Guards or Rela to expel any voter who behaves suspiciously or unduly delays the casting of vote. The Election Committee shall have the absolute right to decide if the voter is fit for voting.
- 14.7 The Election Committee shall reserve all rights to take action against anyone who violates the Election Guide and Rules such as verbal warning or expulsion.
- 14.8 Please refer to Appendix 4-5 for the Polling Station Plans (pictures are for reference / illustration purpose only).

15. Dealing with Emergency

The Election Committee member(s) shall have his or her absolute power to decide the appropriate action taken in any emergency situations such as power outage, computer system breakdown, flood and etc. The decision of the Election Committee is final.

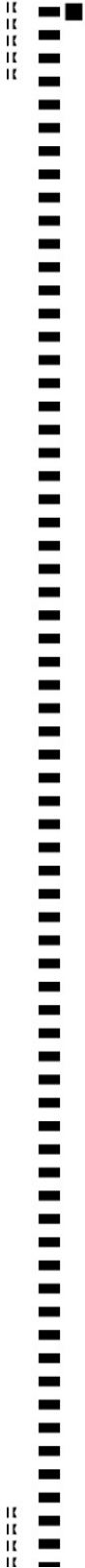
16. Amendment, Addition or Deletion

The Election Committee shall reserve all rights to amend, add or delete any clauses in this Election Guide and Rules without prior notice to anyone. Any complaint against this Election Guide and Rules will not be entertained.

17. Interpretation

- 17.1 The Election Committee shall interpret this Election Guide and Rules and, when necessary, determine any point on which the Election Guide & Rules is silent.**
- 17.2 Where there are contrary to, or inconsistent with this Election Guide and Rules, the decision of the Election Committee shall be final.**
- 17.3 The English version shall prevail in case of any discrepancy between the English version and the Chinese version of this Election Guide & Rules.**

Appendix 1: Sample of Ballot Paper



雪隆海南会馆

PERSATUAN HAINAN SELANGOR DAN W.P.

2024 - 2027 年理事会选举

GENERAL COUNCIL ELECTION 2024 - 2027

请投票不超过42名候选人，并在其空格内划「X」；否则此票作废。
Please vote for not more than 42 candidates and cross X in the boxes.
Otherwise, this ballot is invalid.

选票
BALLOT

NO	姓名	<input type="checkbox"/>	NO	姓名	<input type="checkbox"/>
1.		<input type="checkbox"/>	26.		<input type="checkbox"/>
2.		<input type="checkbox"/>	27.		<input type="checkbox"/>
3.		<input type="checkbox"/>	28.		<input type="checkbox"/>
4.		<input type="checkbox"/>	29.		<input type="checkbox"/>
5.		<input type="checkbox"/>	30.		<input type="checkbox"/>
6.		<input type="checkbox"/>	31.		<input type="checkbox"/>
7.		<input type="checkbox"/>	32.		<input type="checkbox"/>
8.		<input type="checkbox"/>	33.		<input type="checkbox"/>
9.		<input type="checkbox"/>	34.		<input type="checkbox"/>
10.		<input type="checkbox"/>	35.		<input type="checkbox"/>
11.		<input type="checkbox"/>	36.		<input type="checkbox"/>
12.		<input type="checkbox"/>	37.		<input type="checkbox"/>
13.		<input type="checkbox"/>	38.		<input type="checkbox"/>
14.		<input type="checkbox"/>	39.		<input type="checkbox"/>
15.		<input type="checkbox"/>	40.		<input type="checkbox"/>
16.		<input type="checkbox"/>	41.		<input type="checkbox"/>
17.		<input type="checkbox"/>	42.		<input type="checkbox"/>
18.		<input type="checkbox"/>	43.		<input type="checkbox"/>
19.		<input type="checkbox"/>	44.		<input type="checkbox"/>
20.		<input type="checkbox"/>	45.		<input type="checkbox"/>
21.		<input type="checkbox"/>	46.		<input type="checkbox"/>
22.		<input type="checkbox"/>	47.		<input type="checkbox"/>
23.		<input type="checkbox"/>	48.		<input type="checkbox"/>
24.		<input type="checkbox"/>	49.		<input type="checkbox"/>
25.		<input type="checkbox"/>	50.		<input type="checkbox"/>

*如有变动，恕不另行通知

*Subject to change

Appendix 2: Acceptable and Not Acceptable Ballots

A. 被接受之选票

Acceptable Ballots

A1

NO	姓名	☒
1.		<input checked="" type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input checked="" type="checkbox"/>
4.		<input checked="" type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input checked="" type="checkbox"/>
7.		<input type="checkbox"/>
8.		<input checked="" type="checkbox"/>
9.		<input type="checkbox"/>
10.		<input checked="" type="checkbox"/>

A2

NO	姓名	☒
1.		<input checked="" type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input checked="" type="checkbox"/>
4.		<input checked="" type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input checked="" type="checkbox"/>
7.		<input type="checkbox"/>
8.		<input checked="" type="checkbox"/>
9.		<input type="checkbox"/>
10.		<input checked="" type="checkbox"/>

A3

NO	姓名	☒
1.		<input checked="" type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input checked="" type="checkbox"/>
4.		<input checked="" type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input checked="" type="checkbox"/>
7.		<input type="checkbox"/>
8.		<input checked="" type="checkbox"/>
9.		<input type="checkbox"/>
10.		<input checked="" type="checkbox"/>

A4

NO	姓名	☒
1.		<input checked="" type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input checked="" type="checkbox"/>
4.		<input checked="" type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input checked="" type="checkbox"/>
7.		<input type="checkbox"/>
8.		<input checked="" type="checkbox"/>
9.		<input type="checkbox"/>
10.		<input checked="" type="checkbox"/>

B. 不被接受之选票

Not Acceptable Ballots

B1

NO	姓名	☒
1.		<input type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input type="checkbox"/>
4.		<input type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input type="checkbox"/>
7.		<input type="checkbox"/>
8.		<input type="checkbox"/>
9.		<input type="checkbox"/>
10.		<input type="checkbox"/>

B2

NO	姓名	☒
1.		<input checked="" type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input checked="" type="checkbox"/>
4.		<input checked="" type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input checked="" type="checkbox"/>
7.		<input type="checkbox"/>
8.		<input checked="" type="checkbox"/>
9.		<input type="checkbox"/>
10.		<input checked="" type="checkbox"/>

B3

NO	姓名	☒
1.		<input checked="" type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input checked="" type="checkbox"/>
4.		<input checked="" type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input checked="" type="checkbox"/>
7.		<input type="checkbox"/>
8.		<input checked="" type="checkbox"/>
9.		<input type="checkbox"/>
10.		<input checked="" type="checkbox"/>

B4

NO	姓名	☒
1.		<input checked="" type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input checked="" type="checkbox"/>
4.		<input checked="" type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input checked="" type="checkbox"/>
7.		<input type="checkbox"/>
8.		<input checked="" type="checkbox"/>
9.		<input type="checkbox"/>
10.		<input checked="" type="checkbox"/>

B5

NO	姓名	☒
1.	Name	<input checked="" type="checkbox"/>
2.	Name	<input type="checkbox"/>
3.	Name	<input checked="" type="checkbox"/>
4.	Name	<input checked="" type="checkbox"/>
5.	Name	<input type="checkbox"/>
6.	Name	<input checked="" type="checkbox"/>
7.	Name	<input type="checkbox"/>
8.	Name	<input checked="" type="checkbox"/>
9.	Name	<input type="checkbox"/>
10.	Name	<input checked="" type="checkbox"/>

C. 部分可被接受之选票, 仅第9及第10不被接受

Partially Acceptable Ballots, only number 9&10 are not acceptable.

C1

NO	姓名	☒
1.		<input checked="" type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input checked="" type="checkbox"/>
4.		<input checked="" type="checkbox"/>
5.		<input type="checkbox"/>
6.		<input checked="" type="checkbox"/>
7.		<input type="checkbox"/>
8.		<input type="checkbox"/>
9.		<input type="checkbox"/>
10.		<input type="checkbox"/>

原则:

1. 可从选票中知悉投票人意愿之选票, 可被接受, 如:A1、A2、A3、A4。
2. 不能从选票中知悉投票人意愿之选票, 不能被接受, 如:B1、B2、B3、B4、B5。
3. 不在上述情形内之选票能否接受, 概由选举委员会决定, 任何人不得有异议。

Principle:

1. Ballots from which the voter's intention can be discerned are acceptable, e.g., A1, A2, A3, A4.
2. Ballots from which the voter's intention cannot be discerned are not acceptable, e.g., B1, B2, B3.
3. Whether ballots not falling under the above categories can be accepted is determined by the election committee, and no objections may be raised by anyone.

Appendix 3: [This ballot has been spoiled] Stamp

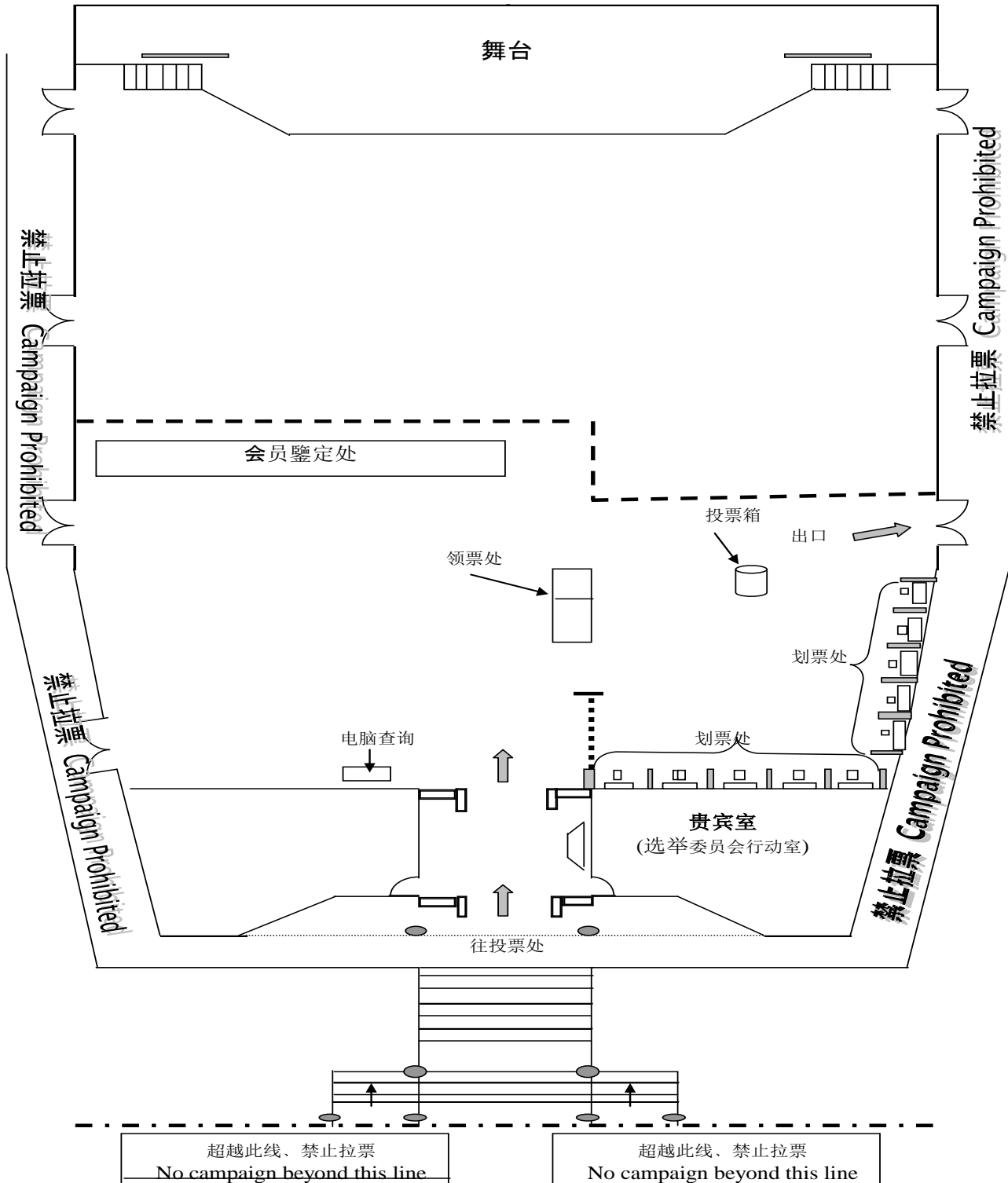
此选票已作废 第 组	
总监票签名: _____	11.4cm
总唱票签名: _____	
总计票签名: _____	
选委会签名: _____	

6.5cm

Appendix 4

General Council Election 2024-2027

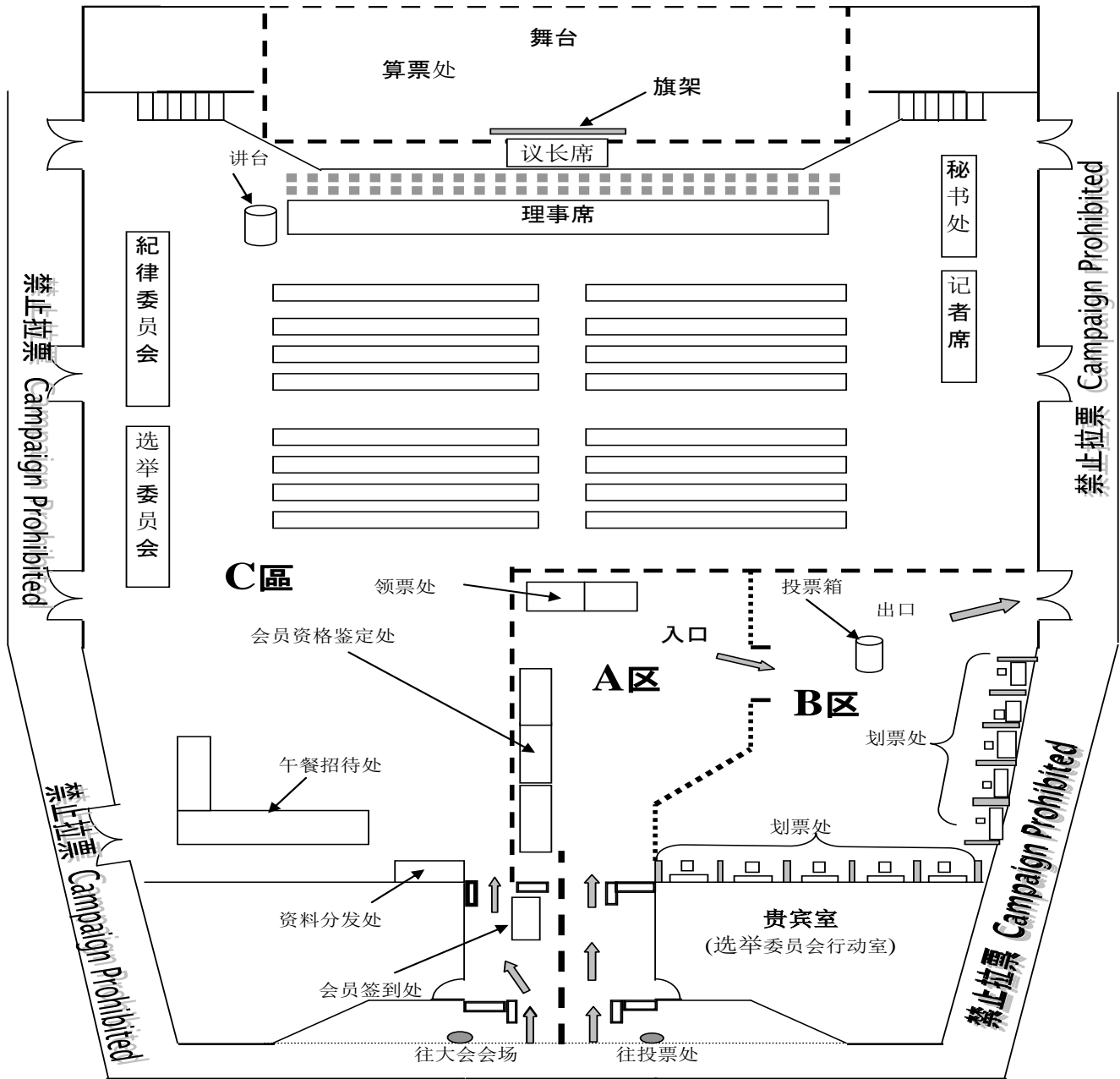
29/06/2024 Voting layout



Appendix 5

General Council Election 2024-2027

30/06/2024 Voting layout



- A区 = 观察员活动范围
- B区: 禁区 - 除了投票人和獲得選委会的批准者, 任何人都不可进入此区。
- C区: 会员大会会场

超越此线、禁止拉票
No campaign beyond this line

超越此线、禁止拉票
No campaign beyond this line