

聖公會天水圍靈愛小學家長教師會

家長校董選舉規則

(如有問題，以英文本為準)

1. 引言

- 1.1. 本選舉指引按照《教育條例》(以下簡稱條例)與本校法團校董會章程的規定，制訂家長校董及替代家長校董的選舉程序。
- 1.2. 自從公營學校於 2000 年實施校本管理以來，教育局一直致力推動學校各主要伙伴參與學校的管理和決策事宜。條例的目的，是透過教師和家長等主要伙伴加入法團校董會，在學校推行一個公開、具透明度和多方共同參與的學校管治架構。
- 1.3. 法團校董會校董的角色，包括家長校董及替代家長校董，已詳列法團校董會章程第 18 條內。

2. 候選人資格

- 2.1. 所有學校現有學生的家長，都有資格成為候選人。家長就學生而言，包括：
 - (a) 該學生的監護人；及
 - (b) 並非該學生的家長或監護人，但實際管養該學生的人。
(下稱家長)
- 2.2. 根據教育條例第 40AO 條第(5)款，如有關家長是學校的在職教員，他/她便不能獲提名為家長校董。
- 2.3. 據條例規定，校董不可在法團校董會內同時出任多於一個界別的校董。因此，任何人士均不可同時出任家長校董及校友校董。如兩個界別於同一時間在學校舉行選舉，候選人亦不可同時參選兩個界別的校董選舉。

3. 人數和任期

- 3.1. 根據本校法團校董會章程，一個獲法團校董會按教育條例承認的家長教師會，或認可家長教師會(認可家教會)，可於任何時間按教育條例提名一人註冊為「家長校董」及一人註冊為「替代家長校董」。家長校董和/或替代家長校董，應由選舉方式產生。

- 3.2. 家長校董及替代家長校董的任期為一個學年，由註冊為校董的日期起生效，一個學年由一年的9月1日至翌年8月31日止。若校董的註冊日於9月1日之後，以致該學年任期不足12個月，亦視為一個完整學年。
- 3.3. 根據法團校董會章程第 17.1 條，家長校董及替代家長校董不可擔任多於二個連續任期。
- 3.4. 建議家長校董及替代家長校董選舉於每學年的九月至十一月期間舉行。

4.選舉程序

4.1. 選舉主任

- 4.1.1. 認可家教會可委任一名選舉主任，負責選舉事宜，包括監察有關提名、督導分發選票及點票工作。
- 4.1.2. 選舉主任可由認可家教會的幹事互選或由學校委派一名教師擔任，但選舉主任本身不可以是家長校董選舉的候選人。
- 4.1.3. 選舉主任可邀請認可家教會委員會成員（家長委員或教師委員）協助處理家長校董選舉事宜，但受邀的家長委員不可以是家長校董選舉的候選人。

4.2. 提名

- 4.2.1. 選舉主任應在家長校董選舉日不少於 21 天前發出通告(附件 I 是通告樣本)，書面通知所有家長，該通告應：
 - (a) 指明家長校董選舉日(包括選舉進行的時間和地點)；及
 - (b) 指明家長校董及/或替代家長校董的空缺數目；及
 - (c) 指明所有家長都有同等的選舉權和被選權；及
 - (d) 指明每名家長（包括該家長是本校教員）都有一票，若有家長有多於一名子女現正在本校就讀，也只是一票；及
 - (e) 指明有意參選的家長須填報參選意向及指定的申報表；及
 - (f) 指明任何一位家長可提名另外一名家長參選，惟被提名人須在提名表上簽署同意參選；及
 - (g) 指明家長校董選舉以不記名方式投票；及
 - (h) 附上本段條文的副本。
- 4.2.2. 候選人可由其他家長提名，而提名表會派發每位家長。
- 4.2.3. 每位家長可提名候選人的數目不限。

4.3. 提名期

- 4.3.1. 建議家長校董選舉的提名期限為 7-14 天（由發出選舉通告日期起）。

4.4. 提名程序

- 4.4.1. 有意參選的家長須填報指定的「申報表」。(附件 II 是申報表樣本。)
- 4.4.2. 每位家長可提名其他家長參選家長校董，惟被提名人須在指明的提名表上簽署同意參選，並在表格上填寫一定字數以內的自我介紹。(附件 III 是提名表格樣本。)
- 4.4.3. 被提名人(包括須於提名截止日期前把申報表格及提名表格交給選舉主任。)
- 4.4.4. 選舉主任於提名期截止後，審核所有參選人填交的「申報表」及「提名表」，最後確定有效提名的家長校董候選人的名單。
- 4.4.5. 如沒有人獲提名參選，認可家教會可考慮延長提名的截止日期或在不多於四星期內重新進行選舉。
- 4.4.6. 選舉主任須於選舉日之前不少於 7 天，向所有家長另行發出通告，該通告須：(附件 IV 是通告的樣本。)
- (a) 包括所有有效提名候選人的姓名 (隨通告附上候選人的自我介紹) ；及
- (b) 列出有關選舉的程序(包括投票、點票和宣佈選舉結果的安排)。
- 4.4.7. 如可以的話，選舉主任可安排聚會，讓所有候選人向所有家長自我介紹及解答家長提問。

4.5 合資格的投票人及投票權

- 4.5.1 所有學校現有學生的家長均符合資格投票。
- 4.5.2 學校教師只要是現有學生的家長，也有權投票。
- 4.5.3 每位合資格投票的人士都享有同等的投票權，每名家長不論其就讀該校子女的數目，只可有一票，並以個人身分投票。
- 4.5.4 為便行政安排，認可家教會可分發兩張選票予每名學生，讓其父母投票。
- 4.5.5 如學生另有監護人或實際管養該學生的人，在其要求下，也可給予選票。

4.6 選舉程序

4.6.1 投票日期

投票日與提名截止日之間應不少於七天。

4.6.2 投票方法

- 4.6.2.1 為確保選舉公平，投票應以不記名方式進行，即投票人不得在選票上寫上自己的姓名或任何可辨識身分的符號，亦不得讓其他投票人目睹他投票給哪一位候選人。選票樣本見附件 V。

- 4.6.2.2 校方應為選舉設置一個投票箱，投票箱應鎖好，鎖匙由選舉主任保存。
- 4.6.2.3 選舉主任可在投票程序中指明家長可採用何種方式進行投票。
- 4.6.2.4 如容許投票人須親自到學校投票，選舉主任便應事先通知所有家長有關安排，並列明清楚投票日期、時間和地點。
- 4.6.2.5 如容許家長經子女把選票交回班主任，交給班主任前，投票人須把選票放入為選舉目的而提供的特設信封並封好，班主任須把封密的信封放入投票箱，空白的選票亦須交回學校。
- 4.6.2.6 如容許投票人把選票用其他的方式，如郵遞或親自交回選票，校方應記下已交回選票的家長，並把選票放入投票箱。

4.6.3 點票

- 4.6.3.1 選舉主任須安排一個點票會，邀請所有家長、所有候選人、及/或學校校長出席及見證點票工作。
- 4.6.3.2 選舉主任可委任認可家教會其他幹事協助點票工作，惟該等工作人員不可是候選人或本校教員。
- 4.6.3.3 認可家教會主席、選舉主任及/或學校校長須出席點票時間與見證點票工作。
- 4.6.3.4 在點票期間，選舉主任應確保所有選票均已從投票箱倒出，才開始點票。
- 4.6.3.5 如有以下情況，選票當作無效—
- (a) 選票上所投的候選人數目，超逾認可數目；
 - (b) 選票填寫不當；或
 - (c) 選票加上可令人找出投票者身分的符號。
- 4.6.3.6 若只有一個家長校董空缺或一個替代家長校董空缺，並只得一位獲有效提名的候選人，該候選人自動當選並獲認可家教會提名註冊為家長校董或替代家長校董(視情況而定)。若有多於一位獲有效提名的候選人，獲最多票數的候選人獲認可家教會提名註冊為家長校董或替代家長校董(視情況而定)。
- 4.6.3.7 若有一個家長校董空缺及一個替代家長校董空缺，但只得一位獲有效提名的候選人，該候選人自動當選並獲認可家教會提名註冊為家長校董。
- 4.6.3.8 若有一個家長校董空缺及一個替代家長校董空缺，並有多於一位獲有效提名的候選人，獲最多票數的候選人獲認可家教會提名註冊為家長校董，而獲第二最多票數的候選人則獲認可家教會提名註冊為替代家長校董。
- 4.6.3.9 若有一個家長校董空缺及一個替代家長校董空缺，但投票結果有候選人得票相同，以致未能選出獲提名為家長校董或替代家長校董的當選人，須在第一輪投票結果公佈後，為在第一輪投票獲相同票數的候選人進行第二輪投票，在第二輪投票中得最多票數者獲提名註冊為家長校董(或替代家長校董，視情況而定)，而獲第二最多票數者則獲提名註冊為替代家長校董。
- 4.6.3.10 若有一個家長校董空缺及一個替代家長校董空缺，但在第二輪投票中，仍有候選人票數相同，以致未能決定提名為家長校董(或替代家長校董，視情況而定)的

當選人，選舉主任須安排抽籤決定結果，抽中者被視為獲較多票數，須獲提名註冊。

4.6.3.11 在進行第二輪投票之前，候選人可退出選舉，若因有退選以致該提名為家長校董的選舉只剩得一位候選人，則該候選人須獲提名註冊為家長校董(或替代家長校董，視情況而定)，無需進行第二輪投票。

4.6.3.12 選舉工作結束後，選舉主任須把所有已投的選票放入信封內。選舉主任和認可家教會主席須在信封面上簽署，然後把信封密封。

4.6.3.13 密封的信封(內有已投的選票)應由認可家教會保存最少六個月，以便在有人提出有關選舉不當的指控時，供調查之用。

4.6.3.14 有關上述規定應以公平、公正、公開及簡約為原則。

5 公佈結果

選舉主任可致函或在網頁通知所有家長，公佈選舉結果。

6. 上訴機制

6.1. 落選的候選人可在選舉結果公布的一星期內，以書面方式向認可家教會提出上訴，並列明上訴的理由。

6.2. 認可家教會須邀請校長及不少於二位法團校董會註冊校董[或認可家教會二位委員，他們不是選舉主任與候選人] 組成上訴委員會，處理任何對選舉結果的上訴。

6.3. 若上訴委員會認為上訴得直，認可家教會須於合理時間內安排重選。

6.4. 上訴委員會的決定是最終的。

6.5. 處理上訴須以公平、公正、公開及簡約為原則。

7. 選舉後跟進事項

7.1 認可家教會須向法團校董會提名獲選的家長，出任該校的家長校董與/或替代家長校董(視情況而定)。

7.2 法團校董會須向教育局常任秘書長為當選的家長申請有註冊為該校校董。

8 填補臨時空缺

8.1 若家長校董或替代家長校董的子女在他/她的校董任期內不再是學校的現有學生，他/她的任期可持續至任期屆滿或該學年終結為止，兩者以較早者為準。

8.2 如有家長校董在任期內離任，出現家長校董空缺，認可家教會須以同樣方式在三個月內進行補選，填補有關的空缺。

8.3 如認可家教會無法於該段期間進行上述補選，則法團校董會可基於充分理由，向常任秘書長申請將填補有關空缺的時限延長。

8.4 於補選選出的新任家長校董(或替代家長校董，視情況而定)的任期為該空缺原任家長校董(或替代家長校董，視情況而定)的剩餘任期。

9 注意事項

9.1 家長校董選舉與認可家教會委員選舉可同時進行，分別選出家長校董及認可家教會幹事。然而，認可家教會須留意兩個選舉的投票人資格，並就投票程序作出適當的安排，以免投票人混淆兩個選舉的候選人。

9.2 作為家長校董選舉的候選人及投票人，家長須留意載於附件 VI的道德操守，以確保選舉的公平。

9.3 常任秘書長接獲學校校董註冊的申請後，須進行他認為需要的探究，並可以《教育條例》第 30 條規定的理由拒絕申請人註冊為某間學校的校董。

10 修訂

10.1 本選舉規則的擬定經本校的辦學團體（聖公宗(香港) 小學監理委員會 / 聖公宗(香港) 中學委員會)的認可。

10.2 任可對本選舉規則的修訂須得到辦學團體的認可。

Rules for the Election of the Parent Manager

1. Introduction

- 1.1. These Rules outline the procedures for the election of the Parent Manager and the Alternate Parent Manager of the School (“the Election”) in accordance with the Education Ordinance (the “Ordinance”) and the Constitution (“the IMC Constitution”) of the Incorporated Management Committee of the School (“the IMC”).
- 1.2. Since the implementation of school-based management in all public sector schools in 2000, the Education Bureau has promoted the participation of key stakeholders in school management and decision-making. The Ordinance aims at introducing an open and transparent participatory school governance framework in schools by including key stakeholders like teachers and parents in the IMC.
- 1.3. Paragraph 18 of the IMC Constitution sets out the role of the IMC and the Managers including the Parent Manager and the Alternate Parent Manager.

2. The Candidature

- 2.1. All parents of current pupils of the School are eligible to become candidates and a parent in relation to a pupil includes:-
 - (a) a guardian of the pupil; and
 - (b) a person who is not the parent or guardian of the pupil but has the actual custody of the pupil(hereinafter “Parent” or “Parents”).
- 2.2. Pursuant to Section 40AO(5) of the Ordinance, a candidate however shall not be a serving teacher of the School.
- 2.3. Pursuant to the Ordinance, if an election for the Alumni Manager is conducted concurrently in the School, a candidate for the Election shall not stand as a candidate in the election for the Alumni Manager concurrently.

3. Number & Tenure

- 3.1. Pursuant to the IMC Constitution, a parent-teacher association that is recognized by the IMC under the Ordinance, or the Recognized Parent-Teacher Association (“the RPTA”), may at any time nominate one person for registration as the Parent Manager and one person

for registration as the Alternate Parent Manager in accordance with the Ordinance. Thus, one Parent Manager and/or one Alternate Parent Manager may be elected in an Election.

- 3.2. The term of office of both the Parent Manager and the Alternate Parent Manager is one school year and shall come into effect on the date of their registration as a manager, whereby a “school year” means a year beginning on 1st September and ending on 31st August of the following year and any period of less than 12 calendar months shall be deemed to be a complete school year should the registration date fall on a date after 1st September.
- 3.3. Pursuant to Paragraph 17.1 of the IMC Constitution, the Parent Manager and the Alternate Parent Manager shall not serve for more than two consecutive terms.
- 3.4. It is recommended that the Election be conducted between September and November of each school year.

4. Nomination Procedures

4.1. Returning Officer

- 4.1.1. The RPTA may assign a Returning Officer (“the Returning Officer”) to conduct the Election including the monitor of the nominations and the supervision of the issue of ballot papers and the counting of votes.
- 4.1.2. The Returning Officer may be elected amongst the office-bearers of the RPTA or be a teacher appointed by the School, but he/she must not be a candidate for the Election.
- 4.1.3. The Returning Officer may invite members of the executive committee of the RPTA (whether a parent or a teacher) to assist in the Election but they shall not stand as candidates in the Election.

4.2. Nomination

- 4.2.1. The Returning Officer shall issue a notice in writing to all Parents, a sample of which is shown at Annex I herein (“the Election Notice”), not less than 21 days before the date on which the Election is to be conducted (“the Election Day”). The Election Notice shall:-
 - (a) specify the Election Day (including the time and venue for conducting the Election where applicable); and
 - (b) specify the vacancies for the Parent Manager and/or the Alternate Parent Manager; and
 - (c) specify that all Parents have a right of candidature and equal voting rights; and

- (d) specify that each Parent (including such parent who is a teacher of the School) shall have one vote, irrespective of the number of children such parent has as current pupils of the School; and
- (e) specify the manner in which any interested Parent may declare his/her candidature using the specified declaration form; and
- (f) specify the manner in which any Parent may nominate other Parent of a current pupil to stand for the Election, provided that the nominee is required to sign the nomination consenting to his/her candidature on the specified nomination form; and
- (g) specify the that voting for the Election shall be conducted by secret ballot; and
- (h) be accompanied by a copy of the text of this paragraph.

4.2.2. A candidate may be nominated by other Parents and a nomination form shall be distributed to every Parent.

4.2.3. There is no limit to the number of persons that each Parent may nominate.

4.3. Period of Nomination

4.3.1. The period of nomination is suggested to be between 7 and 14 days (starting from the date of notice).

4.4. Nomination Procedures

4.4.1. Any interested Parent may declare his/her candidature using the specified declaration form (“the Declaration Form”), a sample of which is shown at Annex II.

4.4.2. Each Parent may nominate other Parent(s) to stand as candidates in the Election, provided that the nominee is required to sign the nomination consenting to his/her candidature and provide a brief self-introductory statement within the number of words as required on the specified nomination form (“the Nomination Form”), a sample of which is shown at Annex III.

4.4.3. The nominees shall submit their respective Declaration Forms and Nomination Forms to the Returning Officer by the deadline for nomination.

4.4.4. The Returning Officer shall examine the Declaration Forms and Nomination Forms submitted by the nominees after the deadline for nomination and finalize a list of validly nominated candidates.

4.4.5. If no one is nominated, the RPTA may consider extending the deadline for nomination or conducting the Election again after a lapse of not more than [*] weeks.

4.4.6. Not less than 7 days before the Election Day, the Returning Officer shall issue a further notice in writing to all Parents, a sample of which is shown at Annex IV herein (“the Further Notice”). The Further Notice shall:-

- (a) include a list of the names of all validly nominated candidates (together with their respective self-introductory statements); and
- (b) specify the procedures of the Election (including the arrangements for voting, the counting of votes and the declaration of the Election results).

4.4.7. If necessary, the Returning Officer may arrange a meeting for the candidates to introduce themselves to all Parents and answer any questions from them.

4.5. Electors’ Eligibility and Voting Rights

4.5.1. All Parents are eligible to vote.

4.5.2. A teacher of the School who is a Parent also has the right to vote.

4.5.3. Every eligible elector has an equal voting right, shall vote individually and shall have only one vote irrespective of the number of children he/she has at the School.

4.5.4. For simplicity’s sake, the RPTA may give pupils two votes each for their Parents to vote.

4.5.5. Upon request, a ballot paper may be given to the guardian of a pupil or the person who has the actual custody of a pupil.

4.6. Election Procedures

4.6.1. Date of Voting

The period between the date of voting and the deadline for nomination shall be at least 7 days.

4.6.2. Voting Method

4.6.2.1. To ensure a fair election, the voting shall be conducted by secret ballot, i.e. electors are not allowed to put down their names or any other marks of identification on their ballot papers, a sample of which is shown at Annex V, and shall not let the other electors see whom they have voted for.

4.6.2.2. A ballot box shall be made available for the Election and shall be locked and the key

kept by the Returning Officer.

- 4.6.2.3. The Returning Officer shall specify in the Election procedures the voting method(s) the electors shall adopt.
- 4.6.2.4. If electors are requested to vote in person at the School, the Returning Officer shall inform all electors in advance of such arrangements and specify clearly the date, time and venue of the voting.
- 4.6.2.5. If electors are allowed to ask their children to return their ballot papers to their class teachers, the ballot papers shall be sealed by electors in envelopes specifically designed and provided to electors for that purpose before they are submitted to the class teachers who shall then place the sealed envelopes into the ballot box. Blank ballot papers shall also be returned to the School.
- 4.6.2.6. If electors are allowed to return their ballot papers by other means such as by post or in person, the School shall record the names of those electors who have submitted the ballot papers and arrange to place the ballot papers in the ballot box.

4.6.3. Counting of votes

- 4.6.3.1. The Returning Officer shall arrange for a counting session and invite all Parents, all candidates, and/or the principal of the School to attend and witness the counting of votes.
- 4.6.3.2. The Returning Officer may appoint other office-bearers of the RPTA who were not candidates or teachers of the School to assist in the counting of votes.
- 4.6.3.3. The chairperson of the RPTA, the Returning Officer and/or the principal of the School shall attend the counting session and witness the counting of votes.
- 4.6.3.4. During the counting session, the Returning Officer must make sure that all ballot papers have been poured out from the ballot box before counting starts.
- 4.6.3.5. A ballot paper will be deemed to be invalid if:-
 - (a) the number of candidates marked on the ballot paper exceeds the number that is allowed; or
 - (b) the ballot paper has not been marked properly; or
 - (c) the ballot paper is marked in such a way that the identity of the elector can be traced.
- 4.6.3.6. Where there is only one vacancy for the Parent Manager **or** the Alternate Parent Manager

and only one candidate is validly nominated, such candidate shall be deemed elected ipso facto for nomination by the RPTA for registration as the Parent Manager or the Alternate Parent Manager (as the case may be). Where more than one candidate is validly nominated, the candidate who obtains the highest number of votes shall be nominated by the RPTA for registration as the Parent Manager or the Alternate Parent Manager (as the case may be).

- 4.6.3.7. Where there is one vacancy for the Parent Manager vacancy **and** one vacancy for the Alternate Parent Manager and only one candidate is validly nominated, such candidate shall be deemed elected ipso facto for nomination by the RPTA for registration as the Parent Manager.
- 4.6.3.8. Where there is one vacancy for the Parent Manager vacancy **and** one vacancy for the Alternate Parent Manager and more than one candidate is validly nominated, the candidate who obtains the highest number of votes shall be nominated by the RPTA for registration as the Parent Manager, and the candidate who obtains the second highest number of votes shall be nominated by the RPTA for registration as the Alternate Parent Manager.
- 4.6.3.9. Where there is one vacancy for the Parent Manager vacancy **and** one vacancy for the Alternate Parent Manager and the voting results in an equality of votes so that no successful candidate for nomination as the Parent Manager or the Alternate Parent Manager (as the case may be) can be decided, there shall be a second round of voting for those candidates who obtain the same number of votes after the first round of voting are announced, and the candidate who obtains the highest number of votes in the second round of voting shall be nominated for registration as the Parent Manager (or the Alternate Manager as the case may be) and the candidate who obtains the second highest number of votes shall be nominated for registration as the Alternate Parent Manager.
- 4.6.3.10. Where there is one vacancy for the Parent Manager vacancy **and** one vacancy for the Alternate Parent Manager and there is still an equality of votes in the second round of voting so that no successful candidate for nomination as the Parent Manager (or the Alternate Parent Manager as the case may be) can be decided, the results shall be determined by drawing lots by the Returning Officer and shall be nominated for registration, and the candidate on which the lot falls shall be deemed to have obtained more votes and shall be nominated for registration.
- 4.6.3.11. A candidate may withdraw his/her candidature before the second round of voting and if only one candidate remains in the Election for nomination as the Parent Manager due to any withdrawal of candidature, the remaining candidate shall be nominated for registration as the Parent Manager (or Alternate Parent Manager as the case may be), and

the second round of voting is not required to be conducted.

4.6.3.12. After the Election, the Returning Officer shall put all the cast ballot papers in an envelope which will then be signed and sealed by him/her and the chairperson of RPTA.

4.6.3.13. The sealed envelope containing the cast ballot papers shall be kept by the RPTA for at least six months so as to facilitate investigations in case of any allegations of voting irregularity.

4.6.3.14. The principles of fairness, openness and simplicity shall be observed in the Election.

5. Announcing of Results

The Returning Officer may issue a letter informing all Parents of the results of the Election.

6. Appeal Mechanism

6.1. Unsuccessful candidates may, within one week of the announcement of the results of the Election, appeal to the RPTA in writing with their reasons.

6.2. The RPTA shall invite the Principal and not less than 2 other registered Managers of the IMC [or 2 members of its Executive Committee who were not the Returning Officer and the candidates in the Election] to form the appeals committee and look into any appeals against the results of the Election.

6.3. Should the appeals committee find in favour of an appeal, the RPTA shall after a reasonable period of time conduct another Election.

6.4. The decision of the appeals committee is final.

6.5. The handling of all appeals shall be based on the principles of fairness, openness and simplicity.

7. Follow-up Actions after Election

7.1. The RPTA shall nominate to the IMC the Parent(s) elected as the Parent Manager and/or the Alternate Manager (as the case may be) of the School.

7.2. The IMC shall then apply to the Permanent Secretary for Education for the registration of the elected Parent(s) as Manager(s) of the School.

8. Filling of Casual Vacancies

- 8.1. If a Parent Manager or Alternate Manager whose child is no longer a current pupil of the School during his/her term of office, he/she shall continue to be the Parent Manager until the term of office expires or the end of the school year, whichever is the earlier.
- 8.2. If a vacancy for the Parent Manager arises as a result of a Parent Manager resigning during his/her term of office, the RPTA shall conduct a by-election in the same manner to elect another parent to fill the vacancy within three months.
- 8.3. If the RPTA cannot conduct the above by-election accordingly, the IMC shall apply on good grounds to the Permanent Secretary for Education for an extension of the period for filling the vacancy.
- 8.4. The term of the new Parent Manager (or Alternate Parent Manager as the case may be) elected in a by-election shall be the remaining term of the Parent Manager (or the Alternate Parent Manager as the case may be) whom he/she is elected to replace.

9. Points to note

- 9.1. The Election and the election of the office-bearer(s) of the RPTA may be conducted concurrently but the RPTA shall pay heed to the electors' eligibility in the two elections and make appropriate arrangement in the voting procedures to prevent electors from being confused with the candidates for the two elections.
- 9.2. Parents, being candidates and voters in the Election, shall note the ethical conduct required of them as stipulated in Annex VI to ensure fairness in the Election process.
- 9.3. On receiving an application for registration as a manager of the School, the Permanent Secretary for Education shall make such inquiry as he considers necessary and he may refuse to register an applicant as a manager on grounds stipulated in Section 30 of the Ordinance.

10. Amendments

- 10.1. These Rules were prepared with the due endorsement of the sponsoring body of the School, [Anglican (Hong Kong) Primary Schools Council Limited / Anglican (Hong Kong) Secondary Schools Council Limited] (“the Sponsoring Body”).

10.2. Any amendments to these Rules shall take effect only upon the due endorsement of the Sponsoring Body.

[Name of School]

Parent-Teacher Association

Date: **[Date]**

Dear Parents,

Notice on Parent Manager Election

The Incorporated Management Committee of **[Name of School]** (“IMC”) has been established on **[date]**. According to the Education Ordinance and the Constitution of the IMC, the IMC shall comprise one Parent Manager and one Alternate Parent Manager amongst other Managers and they are elected by parents of current pupils of the School for nomination by a Parent-Teacher Association recognized by the IMC (“the RPTA”) to the IMC for registration with the Education Bureau.

The Parent Manager and Alternate Parent Manager shall serve a term of 1 school year whereby a school year means a year beginning on 1 September and ending on 31st August of the following year and any period of less than 12 calendar months shall be deemed to be a complete school year shall the registration date of a manager fall on a date after 1st September. The role of a Parent Manager is to promote communication and co-operation between the IMC and the parents of current pupils of the School. The Parent Manager and the Alternate Parent Manager shall act in their personal capacities for the interests and benefits of the School and its pupils. The role of the IMC and Managers in general are set out at Paragraph 18 of the IMC Constitution.

In accordance with the Constitution of the IMC and the Rules for the Election of the Parent Manager and Alternate Parent Manager (“the Election”), I hereby notify you that the Election will be held on **[Date]** (“the Election Day”). The details of the Election are as follows:

1. Election Day: **[Date]**
2. Polling Hours: Ballot boxes will be made available from **[Time]** to **[Time]**.
3. Venue: **[Venue]**
4. Vacancies to be filled: ONE Parent Manager and ONE Alternate Parent Manager.
5. Eligibility of candidates: All eligible parents of current pupils of the School (except those who are also teachers of the School or a parent who is also the Returning Officer) have a right of candidature.
6. Eligibility of voters: All eligible parents of current pupils of the School have an equal voting right and every such parent has one vote whereby an eligible parent includes a guardian of the pupil;

and a person who is not the parent or guardian of the pupil but has the actual custody of the pupil.

7. Nomination Period : From [Date] to [Date]
8. Nomination Procedures
- (a) All eligible parents who would like to stand as candidates in the Election shall submit a signed declaration form which shall include a self-introductory statement in not more than [*] words (obtainable from the School Administrative Office).
 - (b) Every eligible parent may nominate other parent(s) to stand as candidates in the Election provided that the nominee is required to sign the nomination form (obtainable from the School Administration Office) consenting to his/her candidature, together with the nomination form which shall include a self-introductory statement in not more than [*] words..
 - (c) The completed forms shall be submitted to the Returning Officer by the nomination deadline on [Date].
9. Method of voting: The voting for the election shall be conducted by secret ballot.
10. Tenure of elected Parent Manager and Alternate Manager: 1 school year from [Date of Registration] 2014 to 31st August 2015

I shall send you a further notice in writing comprising a list of the names of all candidates who are validly nominated (together with their respective self-introductory statements) and the procedures on the Election Day (including the arrangements for the counting of votes and declaration of Election results) not less than 7 days before the Election Day.

I look forward to your active participation in the Election. Kindly complete and return the Reply Slip below to confirm your receipt of this notice. Please contact me if you have any queries about the Election. Thank you.

The Returning Officer

Reply Slip

(Please return this slip to your child's Class Teacher not later than [Date])

I have received the above notice on the Parent Manager Election.

Name of Child : _____ Class : _____

Name of Parent : _____ Signature of Parent : _____

Contact No of Parent: _____ Date : _____

[Name of School]

Parent Manager Election(20xx – 20xx)

Declaration of Candidature

I declare that:-

A. I would like to stand as a candidate in the Election for the Parent Manager and/or the Alternate Parent Manager of the School to be held on **[Date]**.

Candidate's Name: _____ Telephone No: _____ E-mail: _____

Name of Child: (1) _____ Class: _____ Relationship with Child: _____

(2) _____ Class: _____ Relationship with Child: _____

B. I have read and understood that according to Section 30 of the Education Ordinance, the Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that or if –

1. the applicant is not resident in Hong Kong for at least 9 months in each year;
2. the applicant is not a fit and proper person to be a manager;
3. the applicant is a person in respect of whom a permit to teach has previously been cancelled;
4. in making or in connection with any application —
 - (i) for registration of a school; or
 - (ii) for registration as a manager or a teacher; or
 - (iii) to employ a person as a permitted teacher in a school,the applicant has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular; or
5. the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; or
6. the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or
7. the applicant is under the age of 18 years; or
8. the applicant has attained the age of 70 years and he fails to produce a valid medical certificate issued by a registered medical practitioner within 2 months before the date of his application certifying that he is physically fit to perform the functions of a manager; or
9. the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a valid medical certificate issued by a registered medical practitioner after the date of such request certifying that he is physically fit to perform the functions of a manager;
10. the applicant has been registered as a manager of 5 or more schools.

To the extent that such conditions apply to me, I declare that I am a qualified candidate.

C. I also permit the School to publish my self-introductory statement below to all eligible electors for the sole purpose of the Election. I hereby indemnify the School from any legal liability arising from the publication of my self-introductory statement for the sole purpose of the Election.

Signature of Candidate: _____ Date: _____

Candidate’s Self-Introductory Statement:

Please write a statement in not more than [*] words in Chinese and/or English to introduce yourself and your objectives and aspirations. Your statement will be distributed to all eligible voters in the Election. The soft copy of this statement should be sent by email to the Returning Officer [email address].

XXX School
Parent Manager Election (20xx – 20xx)
Nomination Form

I hereby nominate _____ as a candidate for the election of the
(Full Name of Candidate)

Parent Manager and/or the Alternate Parent Manager of the School.

Nominator's Name: _____ Contact No: _____ E-mail: _____

Name of Child: _____ Class: _____ Relationship with Student: _____

Nominator's Signature: _____ Date : _____

Candidate's Consent:

(I) I consent to stand in the Election of the Parent Manager and/or the Alternate Parent Manager of the School ("the Election") for the school year of 2014-2015.

(II) I have read and understood that according to Section 30 of the Education Ordinance, the Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that or if—

1. the applicant is not resident in Hong Kong for at least 9 months in each year;
2. the applicant is not a fit and proper person to be a manager;
3. the applicant is a person in respect of whom a permit to teach has previously been cancelled;
4. in making or in connection with any application —
 - i. for registration of a school; or
 - ii. for registration as a manager or a teacher; or
 - iii. to employ a person as a permitted teacher in a school,the applicant has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular; or
5. the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; or
6. the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or
7. the applicant is under the age of 18 years; or
8. the applicant has attained the age of 70 years and he fails to produce a valid medical certificate issued by a registered medical practitioner within 2 months before the date of his

- application certifying that he is physically fit to perform the functions of a manager; or
9. the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a valid medical certificate issued by a registered medical practitioner after the date of such request certifying that he is physically fit to perform the functions of a manager;
 10. the applicant has been registered as a manager of 5 or more schools.

To the extent that such conditions apply to me, I declare that I am a qualified candidate.

(III) I also permit the School to publish my self-introductory statement below to all eligible electors for the sole purpose of the Election. I hereby indemnify the School from any legal liability arising from the publication of my self-introductory statement for the sole purpose of the Election.

Candidate's Name: _____ Telephone No: _____ E-mail: _____
 Name of Child: (1) _____ Class: _____ Relationship with Child: _____
 (2) _____ Class: _____ Relationship with Child: _____

Candidate's Signature: _____ Date : _____

Candidate's Self-Introductory Statement:

Please write a statement in not more than [*] words in Chinese and/or English to introduce yourself and your objectives and aspirations. Your statement will be distributed to all eligible voters in the Election. The soft copy of this statement should be sent by email to the Returning Officer [email address].

[Name of School]

Date : [Date]

Dear Parents,

Further Notice on Parent Manager Election (“the Election”)

The nomination period for the Election has ended on [Date] and we have received a total of [number] valid nominations of candidates for the Election. The following is a list of the names of all candidates who were validly nominated:

1. [Name of Candidate]
2. [Name of Candidate]
3. [Name of Candidate]

The self-introductory statements of all the above candidates are attached for your reference.

The following are the procedures on the Election Day including the arrangements for the counting of votes and declaration of election results:

- (i) A ballot paper is distributed to each parent who is eligible to vote on [Date] from [time] to [time] at [venue].
- (ii) After receiving the ballot paper, a parent shall mark “✓” in the box against the candidate he/she votes for on the ballot paper and then place the ballot paper into the ballot box on the Election Day.
- (iii) The counting of votes shall start at [time] on the Election Day after the polling station closes.
- (iv) The Returning Officer may appoint parents (who are not candidates in the Election) or school staff to assist in the counting of votes.
- (v) Each candidate may attend in person or authorize another parent as his/her representative to monitor the counting of votes.
- (vi) As there is one vacancy for the Parent Manager and one vacancy for the Alternate Parent Manager, the candidate who obtains the highest number of votes shall be nominated for registration as the Parent Manager and the candidate who obtains the next highest number of votes shall be nominated for registration as the Alternate Parent Manager.
- (vii) Where two or more candidates obtain the same number of votes in the Election, there is a second round of voting on candidates who have obtained the same number of votes, and

the candidate who obtains the highest number of votes in that round shall be nominated for registration as the Parent Manager (or the Alternate Parent Manager as the case may be) and the candidate who obtains the second highest number of votes in that round shall be nominated for registration as the Alternate Parent Manager.

- (viii) If there is still an equality of votes in the second round of voting so that no successful candidate for nomination as the Parent Manager (or the Alternate Parent Manager as the case may be) can be elected, the results shall be determined by drawing lots by the Returning Officer immediately after the results of the second round of voting are announced. The candidate on which the lot falls shall be deemed to have obtained more votes and shall be elected as the Parent Manager (or the Alternate Parent Manager as the case may be).
- (ix) {For use where there is only one vacancy}[Where there is only one vacancy for the Parent Manager (or the Alternate Parent Manager as the case may be) and only one candidate is validly nominated, such candidate shall be elected ipso facto for nomination by the RPTA for registration as the Parent Manager (or the Alternate Parent Manager as the case may be), and where more than one candidate is validly nominated, the candidate who obtains the highest number of votes shall be nominated by the RPTA for registration as the Parent Manager (or the Alternate Parent Manager as the case may be).
- (x) A candidate may withdraw his/her candidature before the second round of voting and if only one candidate remains in the Election for nomination as the Parent Manager due to any withdrawal of candidature, the remaining candidate shall be nominated for registration as the Parent Manager (or Alternate Parent Manager as the case may be), and the second round of voting is not required to be conducted.
- (xi) The Returning Officer shall announce the Election results after confirming that they are correct.
- (xii) The Returning Officer may post a notice in an appropriate place in the School and/or on the School's website informing all parents of the Election results.

Please refer to the attached "Rules for the Election of the Parent Manager of [School]" for further details and contact me should you have any queries about the Election. We look forward to your active participation in voting on the Election Day. Thank you.

The Returning Officer

XXX School**Parent-teacher Association 學校家長教師會****Election of Parent Manager 家長校董選舉****Ballot Paper 選票**

Voting Date: [Date]

投票日期：[日期]

Please read carefully the “Directions for Voting” overleaf before casting vote.

填寫選票前請細閱背頁的「投票人須知」

Please use a blue or black ball-point pen to mark a “✓” in the box against the number of the candidates you vote for. The number of “✓” you marked on the ballot paper should not be more than [*]. Otherwise, your ballot paper will be considered null and void.

請用藍色或黑色原子筆在選票上候選人編號旁邊的空格內加上「✓」號。你在選票上所填的「✓」號，不能超過[*]，否則，選票便會作廢。

Candidates 候選人

| | | | |
|--------------------------|---|----------------------|-----------|
| <input type="checkbox"/> | 1 | XXX(Name in English) | XXX(中文姓名) |
| <input type="checkbox"/> | 2 | XXX | XXX |
| <input type="checkbox"/> | 3 | XXX | XXX |

Directions for Voting

1. Put no other marks on the ballot paper other than the mark “✓” or it will be considered null and void.
2. Fold the ballot paper into two and do not let anyone see whom you vote for. The ballot is secret.
3. Put the ballot paper into the ballot box.

投票人須知

1. 除「✓」號外，請勿在選票上劃上其他記號，否則選票便會作廢。
2. 將選票對摺，切勿讓他人看見你的選擇。投票是保密的。
3. 將選票放入投票箱。

Ethical Conduct Required in the Parent Manager Election

Nomination of Candidates

1. Do not offer any advantage to get any person to stand or not to stand as a candidate.
2. Do not offer any advantage to get any person having been nominated as a candidate to withdraw his candidature.
3. Do not offer any advantage to get any candidate's not using his best endeavours to promote his candidature.
4. Do not solicit or accept any advantage for any person's standing or not standing as a candidate.
5. Do not solicit or accept any advantage for any person's withdrawal of his candidature.
6. Do not solicit or accept any advantage for any candidate's not using his best endeavours to promote his candidature.
7. Do not use or threaten to use force or duress to induce any person to stand or not to stand as a candidate, or to withdraw his candidature.
8. Do not induce by deception, any person to stand or not to stand as a candidate, or to withdraw his candidature.

Electioneering

1. Do not make any materially false or misleading statement of fact including but not limited to the character, qualifications or previous conduct of a candidate or candidates.
2. Do not take part in any activity that is likely to give rise to criticism and allegation of malpractices and should abide by the principle of fairness in election.
3. Do not state overtly or covertly the support of any person or organisation in any campaign activities, especially in the campaign literature before written consent has been obtained.

Voting

1. Do not offer any advantage to induce any person not to vote at an election.
2. Do not offer any advantage to induce any person to vote or not to vote for a particular candidate at an election.
3. Do not provide or pay for the provision of any food, drink or entertainment as an inducement to or a reward for any person's not voting at an election.
4. Do not provide or pay for the provision of any food, drink or entertainment as an inducement to or a reward for any person's voting or not voting for a particular candidate at an election.
5. Do not use or threaten to use force or duress against any person for the purpose of influencing his or any other person's voting decision.
6. Do not induce by deception any person not to vote at an election.
7. Do not induce by deception any person to vote or not to vote for a particular candidate at an election.