

Lok Sin Tong Leung Kau Kui College  
Parent Manager Election (2022)

2<sup>nd</sup> September 2022

Dear Parents/Guardians,

In the 2006-2007 Annual General Meeting held on 26<sup>th</sup> October 2006, The Parents' and Teachers' Association (PTA) passed the relevant parent manager election constitutions, the parent manager election rules in accordance with Education Ordinance (Appendix I), and the moral codes that must be observed at the parent manager election (Appendix II). In accordance with the aforementioned Constitutions, We now conduct the election and accept nominations of the parent manager for the 2022-2023 Annual Incorporated Management Committee (IMC) for the replacement of the parent representatives whose tenure is to be expired, for a period of one year.

We welcome your participation in the school administration for the betterment of the school.

The roles of parent manager:

1. assist the improvement of the education quality of the school
2. maintain a close liaison with other parents and serve as a communication bridge between parents and the school
3. keep abreast of the latest education policies
4. participate in decision-making on the important issues of the school

Nomination:

1. the candidate must be the parent or guardian of a current pupil and must fulfill the requirements set out in the Constitutions
2. parents may nominate oneself or a parent of a current pupil, who must obtain the signatures and approval of two other parents of our current pupils
3. fill out the following return slip and submit it to the class teacher
4. the nomination period is from 5<sup>th</sup> September (Mon) to 5:00pm, 9<sup>th</sup> September (Fri)

Remarks:

Schedule for the Parent Manager Election:

- a. 5<sup>th</sup> September (Mon): Nomination begins; nomination dues at 5:00pm on 9<sup>th</sup> September (Fri).
- b. 27<sup>th</sup> September (Tue): Information of candidates and ballot paper are distributed. Each parent will receive one piece of ballot paper despite the number of child studying in the school and one must cast a vote in his or her individual capacity. Each family will receive two pieces of ballot paper with which the parents/guardians/actual custodian will use for voting.
- c. 5<sup>th</sup> October (Wed): Voting begins. Parents must seal the ballot papers and return them to the class teacher. Any vote casted after 5:00 pm, 7<sup>th</sup> October (Fri) will not be accepted.
- d. 11<sup>th</sup> October (Tue): The counting of votes is conducted at 4:00pm in Room 509. Parents are welcome to scrutinise the counting process.
- e. The result of the election will be uploaded to the school website and will be announced by way of parents' notices at a later time.

Yours sincerely,

Parents' and Teachers' Association  
Lok Sin Tong Leung Kau Kui College



Please return this reply slip to the class teacher by 9<sup>th</sup> September

Dear Parents' and Teachers' Association,

I am the parent of \_\_\_\_\_ (student's name) of Class \_\_\_\_ ( ). I fully understand the arrangements concerning the nomination for the Parent Manager Election.

I hereby nominate\* the parent \_\_\_\_\_ (parent's name) of \_\_\_\_\_ (student's name) of Class \_\_\_\_ ( ) as the Parent Manager:

Secunder 1\* Parent \_\_\_\_\_ (parent's name) of \_\_\_\_\_ (student's name) of Class \_\_\_\_ ( ) (Secunder's signature: \_\_\_\_\_)

Secunder 2\* Parent \_\_\_\_\_ (parent's name) of \_\_\_\_\_ (student's name) of Class \_\_\_\_ ( ) (Secunder's signature: \_\_\_\_\_)

\* Each nominator may only nominate one candidate.  
Each secunder may only second one candidate.

I do not have any nominations for the Parent Manager Election.

We want to receive the two pieces of ballot paper via our child \_\_\_\_\_ of class \_\_\_\_\_.

Yours sincerely,

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Form B (Must be returned by candidate)**

Lok Sin Tong Leung Kau Kui College  
The 17<sup>th</sup> Incorporated Management Committee (IMC) Parent Manager Election  
Nomination Form for Parent Manager Election

Please note the following when filling out this form:

1. All nomination forms must be returned to the class teachers before 9<sup>th</sup> September 2022 (Friday) at 5:00pm by the student.
2. The candidate must be a parent or guardian of a current student in this school.
3. The information on this page will be posted to the school's parents, for the promotion of the election.

---

Part A:

Name of Candidate: \_\_\_\_\_

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_ Student No.: \_\_\_\_\_

Part B:

Candidate's Background and Statement (Please complete this part in Chinese or English in no more than 200 words)

---

---

---

---

---

---

---

---

---

---

Part C: Candidate's Declaration

1. \*  I am over 18 years old and under the age of 70.  
\*  I am over 70 years old and possess an effective health certificate, which, together with a copy of this form, is being submitted to the Election Officer.
2. I reside in Hong Kong for at least three months per year.
3. I am not a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or have not entered into a voluntary arrangement under the Ordinance.
4. I have not been convicted of any criminal offence punishable within imprisonment in Hong Kong or elsewhere.
5. I understand that I must provide true and sufficient information, while failing to do so may affect my candidature. If necessary, I am willing to provide supplementary information to the Returning Officer.

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please put a ✓ in the appropriate box

# Lok Sin Tong Leung Kau Kui College

## The Constitution for the Parent Manager Election

### A. Introduction

According to the guidelines in the Education Ordinance (simplified as ordinance, below), this parent manager election's procedure is recommended. For the regulations of the parent manager election are listed in the ordinance, please refer to Appendix I.

### B. The eligibility of the candidate

All current students' parents of the school are eligible to be a candidate. Parents, as far as students are concerned, also include student's guardians and people who actually take care of the student (but are not the student's parents or guardians).

If the following situation occurs, relevant parents may not be nominated as a parent manager:  
He/she is a current staff member of the school (Because academic staff may join in the Incorporated Management Committee as Teacher Manager); or he/she does not fit the manager registration requirements listed in the Education Ordinance (section 30).

According to the ordinance, within the Incorporated Management Committee, the school manager may not simultaneously be in more than one sector. Therefore, any person may not be the parent manager and the alumni manager at the same time. If two sectors hold an election in school at the same time, the candidate may not simultaneously participate in both Manager Elections.

### C. Number of members and term of office

As stipulated in the Constitutions, the number of parent manager and alternate parent manager should both be limited to one, with a tenure of one year.

### D. Procedures for nomination

#### 1. Election officer

The Parents' and Teachers' Association (simplified as PTA, below) can assign one election officer, who supervises the work of nomination, distribution of votes and vote counting. The election officer can assigned from the PTA's members or one of the school's teachers, but the election officer cannot be a candidate of the Parent Manager Election.

#### 2. Deadline for nomination

The deadline for nomination must be at least 14 days before the election (first day of voting).

#### 3. Nomination

Before accepting any nominations, the election officer will firstly notify all parents about the arrangements for the Parent Manager Election, along with the attached nomination form. Each parent can nominate himself/herself or a student's parent of the school. Each parent can only nominate one candidate, where he/she must receive signatures from two parent seconders of the school. Seconders must be the parents of our current students, in which each seconder can only second one candidate.

If the number of candidates equals or is less than the number of vacancy, the said candidate will automatically be elected. If no one is nominated for election, the PTA will extend the deadline for nomination and election days for 14 days. If there is still no nominations after the extension of 14 days, the election arrangements will be handled by the executive committee according to the actual situation and based on the principles of fairness, justice, openness and simplicity.

#### 4. Candidate's information

Each nominated candidate must provide a 200-word statement to the election officer, and must declare if he/she has violated the items listed in the Education Ordinance (section 30), in which the

parent manager application could be rejected by the Permanent Secretary. This is to help parents to judge if the candidate is suitable and appropriate. At least 7 days before the election day, the election officer will notify all parents the names of the nominated candidates. The election officer may attach the candidates' introduction in the notification, including the background they declared during the introduction. The PTA will not undertake the legal responsibility for any litigation involved in publishing introduction.

#### 5. Eligibility of voters

All parents of the school's current students are eligible for voting. All eligible voters have an equal voting right. Each parent may only cast one vote as an individual, no matter how many of their children are studying in the school. Each family may cast two votes, which allows the parents/guardians/people who actually take care of the student to vote.

### E. Procedures for the election

#### 1. Date of voting

There are at least 14 days between the voting date of the Parent Manager Election and its nomination deadline.

#### 2. Method of voting

To ensure the election's fairness, the votes will be done anonymously, which means the voters may not write down his/her own name or any identifiable symbols. Also, voters may not look at other voter's votes to know which candidate they are voting for. Parents must keep the votes sealed and return them to the class teachers.

#### 3. Voting

The election officer should arrange a vote counting meeting, in which all parents, each candidate, an/or the principal are invited to attend and witness the vote counting work.

The PTA chairperson, election officer and/or the principal must witness the vote counting work. During vote counting, the election officer must ensure that all votes are already poured out of the ballot box, before the vote counting. If the following situation occurs, the voting is considered to be ineffective:

- (i) The voted number of candidates is over the approved number ;
- (ii) The writing on the votes is inappropriate; or
- (iii) The votes have identifiable symbols that reveal the voter's identity.

The candidate with the most votes will be nominated and registered as the Parent Manager, while the candidate with the second most votes will be nominated and registered as the Alternate Parent Manager. If the votes of two or more candidates have the same number, the decision will be drawn through lots. The picked person will be treated as the candidate with more votes.

After the election work, all submitted votes will be put in an envelope. The election officer and the PTA Chairperson or Vice Chairperson must sign on each envelope, and seal them up. The envelope and votes must be kept by the PTA for at least 6 months, so that when someone makes an allegation of improper election, the information can be used for investigation.

#### 4. The announcement of results

The election results will be announced by the election officer. All parents will be notified.

Within one week of the election result announcement, unsuccessful candidates may appeal to the PTA through a written letter and list out the reasons for such appeal. The election can be declared invalid if the PTA Standing Committee passes a two-thirds majority vote.

### F. Follow-up arrangements after the election

The PTA must nominate the elected parents to the Incorporated Management Committee, as the school's Parent Manager. Afterwards, the Incorporated Management Committee must apply to the Permanent Secretary and register the selected parents as the parent manager of the school.

G. To make up for the temporary vacancy

If a parent manager ceases to be a parent of a current student of the school, his/her term of office as a manager shall continue until its expiry or the end of the school year, whichever is the earlier.

During the term of office, if the parent manager leaves office and causes vacancy, the PTA must hold a by-election in the same format, within 3 months, to fill up the said vacancy. If the PTA is unable to hold a by-election during this period, the Incorporated Management Committee may apply a continued extension from the Permanent Secretary to fill up the vacancy, with sufficient reasons.

H. Points to note

As a candidate and voter of the Parent Manager Election, parents must pay attention to the conduct listed in Appendix II, to ensure the fairness of the election.

**Education Ordinance**  
**Concerning the requirements for the Parent Manager Election**

Section	Content
30	<p>The permanent secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that -</p> <ul style="list-style-type: none"> <li>• The applicant is not resident in Hong Kong for at least 9 months in each year;</li> <li>• The applicant is not a fit and proper person to be a manager;</li> <li>• The applicant is a person in respect of whom a permit to teach has previously been cancelled;</li> <li>• The applicant is under the age of 18 years;</li> <li>• The applicant has attained the age of 70 years and he fails to produce a valid medical certificate certifying that he is physically fit to perform the functions of a manager;</li> <li>• 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 certifying that he is physically fit to perform the functions of a manager;</li> <li>• In making or in connection of any application - <ul style="list-style-type: none"> <li>(i) for registration of a school;</li> <li>(ii) for registration as a manager or a teacher; or</li> <li>(iii) to employ a person as a permitted teacher in a school,</li> </ul> </li> </ul> <p>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;</p> <ul style="list-style-type: none"> <li>• The applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under the Ordinance;</li> <li>• The applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or</li> <li>• The applicant has been registered as a manager of 5 or more schools.</li> </ul>
40AL	<ul style="list-style-type: none"> <li>• For an IMC school with a recognised PTA, at least one parent manager shall be provided.</li> <li>• If the school is a bi-sessional school, and a PTA is recognised for each session separately, at least one parent manager shall be provided for each session.</li> <li>• If there is only one parent manager for a school, one alternate parent manager shall be provided. If the school is a bi-sessional school, and there is only one parent manager for each session, one alternate parent manager shall be provided for each session separately.</li> </ul>

Section	Content
40AO	<ul style="list-style-type: none"> <li>• The IMC may recognise one body of persons as recognised PTA, but its constitution shall specify only the following persons - <ul style="list-style-type: none"> <li>&gt; parents of current pupils of the school; or</li> <li>&gt; serving teachers of the school</li> </ul> </li> <li>• may elect or become office-bearers of the body.</li> <li>• Parent manager election and alternate parent manager election shall be conducted by the recognised PTA.</li> <li>• A recognised PTA may nominate such number of persons for registration as parent manager or alternate parent manager of the school as may be provided for in the constitution of the IMC of the school.</li> <li>• The system of election is fair and transparent.</li> <li>• A candidate must be a parent of a current pupil of the school.</li> <li>• A candidate must not be a teacher of the school.</li> <li>• In the election, all parents have equal voting right and right of candidature.</li> <li>• The voting for the election is conducted by secret ballot.</li> </ul>
40AS	<ul style="list-style-type: none"> <li>• A parent manager and an alternate parent manager shall be elected in the same manner for nomination for registration as a manager.</li> </ul>
40AU	<ul style="list-style-type: none"> <li>• The person who fills the vacancy of parent manager shall be nominated for registration as a manager in the same manner as the manager who ceased to hold the office concerned.</li> </ul>
40AV	<ul style="list-style-type: none"> <li>• If a parent manager ceases to be a parent of a current student of the school, his term of office as a manager shall continue until its expiry or the end of the school year, whichever is the earlier.</li> </ul>
40AX	<ul style="list-style-type: none"> <li>• On the ground that a manager is not suitable to continue to hold office, the recognised PTA of a school may pass a resolution, in a manner which is similar to the manner in which the manager concerned is elected, and make a written request to the IMC to cancel the registration of the manager. The IMC shall, upon receiving the request, issue a notice in writing to the Permanent Secretary as regards the cancellation of the registration of the parent manager.</li> </ul>



## **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.