



Letter to Parents: LP2321

26 October 2023

Dear Parents,

Incorporated Management Committee (IMC) Parent Manager Election

Please be informed that 2023/24 IMC Parent Manager Election will be held on 19 November 2023. The election will be conducted in accordance with the stipulation stated in the PTA constitution which is shown in Appendix 1. The arrangements are as follow:

- Voting Date : **19th November, 2023 (Sunday)**
- Voting Time : **11:45 a.m. – 12:00 nn.**
- Voting Venue : School Hall
- Vacancies : 2 (ONE Parent Manager and ONE Alternate Parent Manager)
- Tenure of Office : One year (upon approval by the Permanent Secretary of Education)
- Returning Officer : A school staff appointed by the Principal
- Issuance of Ballot Paper : Ballot paper will be issued to the eligible voters on the election day.
- Returning of votes : Voters shall cast their ballot papers (including blank ballot papers) into ballot box in person.
- Counting of votes and announcing of results :
- The voting is conducted by secret ballot.
 - The Returning Officer will arrange to conduct voting and counting on the same day. All parents and candidates will be invited to witness the counting of votes.
 - The one who obtains the greatest number of votes will be nominated for registration as the parent manager whereas the one who obtains the next greatest number of votes will be nominated for registration as the alternate parent manager. According to the constitution, the Returning Officer shall draw lots when two or more candidates obtain the same number of votes. The principle of fairness and transparency will be observed in this regard.
 - The results of election will be informed to parents via Letter to Parents and posted to the school website in 14 days.
- Nomination : All parents are eligible to nominate ONE candidate, with TWO Seconders. Please refer to Appendix 2 for the nomination form. The completed nomination form shall be submitted to school in person or by post / fax by 3 November 2023 (5 pm).

- Announcing of candidates : Returning Officer shall issue written notice to all parents on the school website by 9 November 2023. Such notice states the information of the eligible candidates. Parents may also enquire the Returning Officer for such information.
- Points to note : A parent should not be nominated as a parent manager in the event of the following situations:
- He/She is a serving teacher of the school; or
 - He/She does not meet the registration requirements of managers set out in section 30 of the Education Ordinance.

For enquiries, please contact Mr. Wu at 2980 2383.

Principal



(Mr. Cheuk Tak Kan Paul)

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Reply Slip

Letter to Parents: LP2321

Incorporated Management Committee (IMC) Parent Manager Election

Dear Principal,

I have read and understood the content of LP2321.

Name of Student (English): _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

*** Please return the reply slip by 9 November 2023.**

**The Parents-Teachers Association of
Tung Wan Mok Law Shui Wah School and Island Hostel Constitution
Guidelines for Parent Manager Election**

Abstract from Paragraph 8 on the Parent Manager Election

1. The parent manager election shall be conducted in accordance to the Education Ordinance (the Ordinance), the constitution of The Parents-Teachers Association of Tung Wan Mok Law Shui Wah School and Island Hostel (the constitution) and the guidelines on parent manager election.
2. Each parent shall only nominate one nominee which have to be agreed by two seconders. The nomination form, with the written notice, shall be issued to parents, in not fewer than 14 days before the election day.
3. The parent manager election shall be conducted by the principal, or a staff who is appointed by the principal, who shall be the Returning Officer.
4. The Returning Officer shall be responsible for monitoring the nominations, issuance of ballot papers and counting of votes. However, the Returning Officer shall not stand as a candidate for the election.
5. The Returning Officer shall inform all parents in writing, in not fewer than 14 days before the election day,
 - (i) the number of parent manager vacancies
 - (ii) period of nomination
 - (iii) method of nomination
 - (iv) date of voting
 - (v) venue of voting
 - (vi) method of casting vote
 - (vii) counting of votes and announcement of result
6. The Returning Officer shall issue written notice to all parents, via posting on the school website, in not fewer than 7 days before the election day. Such notice should include the names of the candidates and the brief introductory statements of the candidates (if any, together with their declarations), election arrangements and the relevant timeline.
7. The Returning Officer shall arrange for the issuance of ballot paper on the day of election and ask all the eligible voters to cast their ballot papers into ballot box.
8. The Returning Officer will arrange to conduct voting and counting on the same day. The PTA chairperson will witness the counting of votes. All parents, candidates and staff of the school and hostel will also be invited to witness the counting of votes.
9. The one who obtains the greatest number of votes will be nominated for registration as the parent manager whereas the one who obtains the next greatest number of votes will be nominated for registration as the alternate parent manager. The Returning Officer shall draw lots when two or more candidates obtain the same number of votes.
10. The Returning Officer shall draw lots when two or more candidates obtain the same number of votes.
11. The Returning Officer will issue notice to inform all parents of the results of election in 14 days.
12. Any unsuccessful candidates may lodge an appeal to the PTA Executive Committee in writing together with the reasons within one week of the announcement of results. The Executive Committee shall ensure that the appeal is handled in a fair and transparent manner.
13. If a parent manager vacancy arises due to resignation tendered by the manager, due to any reasons, during the term of office, a special general meeting shall be held to conduct another election and make nomination of parent manager to fill the vacancy before the next annual general meeting, according to the Ordinance and constitution.
14. Parents in relation to a pupil include a father, mother or guardian of the pupil and a person who is not parent or guardian of the pupil but has the actual custody of the pupil, regardless they are members of this Association or perform the responsibilities.

Tung Wan Mok Law Shui Wah School
Parent Manager Nomination Form

Part 1: Information of Nominee, Nominator and SecondersNominee

Name: _____ (Mr. / Ms) Student: _____

Nominator and Seconders (To be completed by the nominator and seconders)

Nominator: _____ Signature: _____ Student: _____

Secunder 1: _____ Signature: _____ Student: _____

Secunder 2: _____ Signature: _____ Student: _____

Part 2: Declaration by Nominee

1. I hereby agree to be nominated as a candidate for the parent manager election.
2. I hereby certify that the information contained in this Form is correct and true to the best of my knowledge.
3. I hereby declare that I do not contravene Section 30 of the Education Ordinance relating the refutation of the registration of a manager of a school by the Permanent Secretary.

The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that —

- the applicant is not resident in Hong Kong for at least 9 months in each year;
 - the applicant is not a fit and proper person to be a manager;
 - the applicant is under the age of 18 years;
 - 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;
 - 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;
 - 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;
 - the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance;
 - the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or
 - the applicant has been registered as a manager of 5 or more schools.
4. For the purpose of examining my eligibility, I agree that the information contained in this Form will be disclosed to related persons, if necessary.

Name of Nominee: _____ Signature: _____

Date: _____

Part 3: Brief introductory statement provided by Nominee

Please supply a brief statement of your personal information, in not more than 300 words, to the Returning Officer. The Returning Officer will issue a written notice, via posting on the school website (www.twmlsww.edu.hk) to all parents by 9 November 2023. Such notice will include the names of the candidates and the brief introductory statements of the candidates.

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