



## St. Mary's Canossian College Parent Teacher Association

SMCC-P3/1314

9 October 2013

Dear Parents/Guardians,

### Election of Parent Managers for the term of 2013-2015

According to Education Ordinance, Section 40AO(1), the Incorporated Management Committee of St. Mary's Canossian College has recognized this Parent Teacher Association as "The Recognized Parent Teacher Association" of the school. Now in accordance with the Education Ordinance and the IMC Constitution of the School, the election of Parent Manager to the IMC is to be held as follows:

Vacancies	<ol style="list-style-type: none"> <li>1. Parent Manager: <u>1</u></li> <li>2. Alternate Parent Manager: <u>1</u></li> </ol>
Term of office	<b>Two Years</b> (from date of issue of registration certificate and ends on 31 August 2015 )
Eligibility of candidates	<ol style="list-style-type: none"> <li>1. All parents of current students of the School are eligible to become candidates.</li> <li>2. A parent should not be nominated as a Parent /Alternate Parent Manager if he / she is a serving teacher of the School. However, he/she also has the right to vote.</li> <li>3. As stipulated in the Ordinance, no manager shall serve in an IMC in more than one capacity. Thus, no one can serve as a Parent Manager and an Alumni Manager at the same time. If there are two elections under different categories to be conducted concurrently in a school, no candidate shall participate in more than one election.</li> <li>4. The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that — <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 with any application — <ol 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> </ol> 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;</li> <li>• The applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that 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> </li> </ol>

Duties of managers	<ol style="list-style-type: none"> <li>1. Ensuring that the Core Values, Vision and Mission as well as objects of the School Sponsoring Body (SSB) are upheld and carried out ;</li> <li>2. Developing the general direction for the School, formulating the educational management policies of the School ; and</li> <li>3. Overseeing the planning and budgetary processes, monitoring the performance of the School, ensuring accountability of school management to the Permanent Secretary for Education and the SSB.</li> </ol>
Nomination Procedures	<ol style="list-style-type: none"> <li>1. A parent may nominate oneself or another eligible candidate to stand for the election. The maximum number of nominees that each parent can nominate shall not exceed the total number of vacancies.</li> <li>2. A candidate should meet all the requirements stipulated by the Education Ordinance.</li> <li>3. Each nomination shall be supported by at least two seconders.</li> <li>4. One of the seconders shall be the candidate if he/she is not self-nominated.</li> <li>5. The maximum number of nominees that each parent can support as seconder shall not exceed the total number of vacancies.</li> <li>6. Each nominated candidate should supply, to the Returning Officer, a brief statement of his / her personal information in not more than <b>200 words</b>.</li> <li>7. If the number of candidates is smaller than the number of vacancies, the PTA shall consider extending the deadline of nomination.</li> </ol>
Nomination deadline	16 October 2013 (Wednesday), 5:00 p.m.
Nomination Form	<ol style="list-style-type: none"> <li>1. A nomination form is attached and to be completed by the candidate.</li> <li>2. The candidate shall ensure that, to the best of his/her knowledge and belief, the information entered on the form is true, correct and made in good faith.</li> <li>3. The candidate shall bear all liabilities for the use and/or publication of any information provided on the nomination form. The PTA and returning officer shall not bear any responsibility for any resolution or action based on such information.</li> <li>4. The nomination form can be returned to the school general office in person or by the student. An Acknowledgement letter will be issued upon collection of nomination form.</li> <li>5. The brief introductory statements of the candidates will be published at least 7 days before the date of voting.</li> </ol>
Date of Voting	31 October 2013 (Thursday)
Voting Method	<ol style="list-style-type: none"> <li>1. The voting should be conducted by secret ballot;</li> <li>2. Every eligible elector has equal voting right. Every parent should vote individually and should have only one vote irrespective of the number of children the parent has at the School.</li> <li>3. Ballot paper should be sealed in the attached envelope specifically designed for voting. Electors are not allowed to put down their names or any other marks of identification on the ballot paper or it will be considered null and void;</li> <li>4. Means of returning Ballot paper: <ol style="list-style-type: none"> <li>(i) In person: To be returned to the school general office from 8:00a.m. to 12:00noon on the Voting Day,</li> <li>(ii) To be returned by students: To be returned to the Class Teachers during the morning assembly period on the Voting Day.</li> </ol> </li> <li>5. Blank ballot papers should also be returned.</li> </ol>
Counting of Votes	<p>Date: 31 October 2013 (Voting Day)</p> <p>Time: 5:30 p.m.</p> <p>Venue: Integrated Science Laboratory, St. Mary's Canossian College</p> <ol style="list-style-type: none"> <li>1. The chairperson of PTA, the Returning Officer and/or the principal of the school should participate to witness the counting. All parents are invited to witness the counting.</li> <li>2. A ballot paper will be deemed to be invalid if —</li> </ol>

	(i) the number of candidates marked on the ballot paper exceeds the number that is allowed; (ii) the ballot paper has not been marked properly; (iii) or the ballot paper is marked in such a way that the identity of the elector can be traced.
Way of Counting Votes	1. The candidate 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. 2. When two or more candidates obtain the same number of votes, the Parent Manager shall be determined by drawing lots. 3. After the election, the Returning Officer should put all the cast ballot papers in an envelope, which will then be signed and sealed by him / her and the Chairperson of PTA. The envelope and the cast ballot papers should be kept by the PTA for at least six months. This is to facilitate investigations in case of allegations against voting irregularity.
Announcement of results	A notice shall be posted up on the PTA website or the Returning Officer may issue a letter informing all parents of the results of the election.
Appeal mechanism	Unsuccessful candidate may, within one week of the announcement, appeal to the PTA in writing together with the reasons. The PTA Executive Committee will arrange for an investigation and adjudicate the appeal in a fair and impartial manner.

\* For more information, please refer to EDB 'Guide for Parent Manager Election' and Annex I, II & III (<http://www.edb.gov.hk/en/sch-admin/sbm/imc-workflow/index.html>) and the PTA website (<http://www.smccpta.org>)

Yours sincerely,

\_\_\_\_\_  
 Ms Berenice Lau  
 Returning Officer

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 Ms Susanna Chung  
 PTA Chairperson

**Appendix:** Ethical Conduct Required in the Parent Manager (EDB Guide for Parent Manager Election')

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 Class: \_\_\_\_\_ No.: \_\_\_\_\_

Reply Slip  
 (to be returned to Class Teacher by 11 Oct.2013)

To: Ms Susanna Chung, PTA Chairperson

Your notice dated 9 Oct. 2013 concerning 'Election of Parent Managers for the term of 2013-2015' has been read and carefully noted.

Name of Student: \_\_\_\_\_

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

Class: \_\_\_\_\_ No.: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

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

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