**St. Mary’s Canossian College Parent Teacher Association**

**Rules of General Election**

**Composition of the Executive Committee**

1. The Executive Committee of St. Mary’s Canossian College Parent Teacher Association (**“PTA”**) shall consist of not more than 16 members including not more than 5 ex-officio members.
2. The members of the Executive Committee of the PTA shall be made up of:-

* One (1) Chairperson
* One (1) or two (2) Vice-chairpersons (shall be decided by the outgoing Executive Committee according to needs arising).
* One (1) Secretary
* One (1) Treasurer
* Five (5) Convenors (each for Welfare Team; Culture & Recreation Team; Parenting Education Team; Publication & Communication Team; School Service Team)

1. The members of the Executive Committee shall hold office for a period of TWO (2) years. Retiring members of the Executive Committee shall be eligible for re-election or re-appointment as appropriate.

**Nomination Procedures**

1. A Notice of Election shall be sent by the PTA to all its regular members, notifying them of the number of vacancies and the period of nomination. A Participation & Nomination Form should also be enclosed.
2. ALL PTA regular members are eligible for election and appointment to the Executive Committee. Nomination of candidate is accepted only with written consent from the nominee.
3. All candidates are required to complete and hand in the Participation & Nomination Form together with a brief statement of his/her personal information and background to the office ofSt. Mary’s Canossian College (**“School Office”**) on or before the deadline as specified in the Notice of Election.
4. The list of candidates together with their brief statements and any other relevant information shall be provided at the General Meeting.

**Election Procedures**

1. ALL PTA members are eligible for voting at the General Meeting. A proxy vote will be accepted with written notice to the PTA Chairperson via the School Office at least one working day prior to election.
2. All candidates are required to present his/her election speech in the General Meeting. Candidate’s absence in the General Meeting shall be automatically considered and deemed as his/her withdrawal from the election.
3. Candidates with the highest votes shall be elected as the members of the Executive Committee.
4. The members of the Executive Committee shall vote among themselves for specific roles as set out in paragraph 2 above after the election. Announcement of the result shall be made known to all PTA members as soon as possible.
5. The candidate can express his/her personal preference for a specific role in the Executive Committee. The personal preference shall only be a general reference to the members of the Executive Committee.

**嘉諾撒聖瑪利書院家長教師會**

**選舉條例**

**執行委員會委員**

1. 嘉諾撒聖瑪利書院家長教師會（下稱**“家教會”**）的執行委員會應包括不超過十六位 (16) 委員，其中包括當然成員之數目不超過五人。
2. 家教會執行委員會的委員應由以下職位所組成：-

* 主席一 (1) 位
* 副主席一至兩 (1-2)位（由執行委員會按實際需要釐定）
* 秘書一 (1) 位
* 司庫一 (1) 位
* 工作小組組長五 (5) 位 （分別掌管福利、文康、家長培育、出版及傳訊、學校服務組）

1. 執行委員會的委員之任期為兩年(2)一任。如合適的話，已卸任的執行委員會委員有資格重選或重新被任命。

**提名程序**

1. 選舉通知須由家教會送交所有現任家教會家長會員，並通知他們空缺的數目及提名期限。選舉通知應附上參選／提名表格。
2. 凡現任家教會家長會員均具資格參加選舉及被委任為執行委員會的委員。提名須先得到候選人之書面同意。
3. 所有候選人須將他／她已經填妥的參選／提名表格及他／她簡短的個人資料和背景簡介，一併在選舉通知中列明的截止日期或以前交回嘉諾撒聖瑪利書院校務處（下稱**“校務處”**）。
4. 候選人的名單及簡介，及其他有關資料將於會員大會派發。

**選舉程序**

1. 凡現任家教會會員均有權於會員大會中投票。如要委託他人進行投票，最遲需於選舉前一個工作天往校務處遞交書面通知，並由校務處將書面通知送呈致家教會主席。
2. 所有候選人必須於會員大會時公開發表競選演說。凡於會員大會缺席之候選人將被自動視作在選舉中棄權。
3. 持最多選票的候選人將成為執行委員會委員。
4. 各當選執行委員會委員須經內部投票確定其所擔任在上文第2段所列的職位，內部投票選舉結果將會儘快向家教會會員公布。
5. 候選人可於選舉中表達擔任何職位之意願，惟候選人的個人意願於執行委員會內部投票選舉中只視參考資料。