

**S.K.H. St. Joseph's Primary School**  
**Parent-Teacher Association(2021-2022)**

Date:3<sup>rd</sup> September 2021

Dear Parents

Notice on Parent Manager Election

The Incorporated Management Committee of S.K.H. St. Joseph's Primary School ("IMC") has been established on 31<sup>st</sup> August 2015. 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<sup>st</sup> September and ending on 31<sup>st</sup> 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 1<sup>st</sup> 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 from 5<sup>th</sup> October 2021 to 7<sup>th</sup> October 2021. The details of the Election are as follows:

1. Election Day: From 5<sup>th</sup> October 2021 to 7<sup>th</sup> October 2021
2. Polling Hours: From 5<sup>th</sup> October 2021 to 6<sup>th</sup> October 2021 --Ballot boxes will be made available from 7:30a.m. to 5:00 p.m..  
7<sup>th</sup> October 2021--Ballot boxes will be made available from 7:30a.m. to 3:15 p.m..
3. Polling Deadline 7<sup>th</sup> October 2021 (3:15 p.m.)
4. Venue: General Office
5. Vacancies to be filled: ONE Parent Manager and ONE Alternate Parent Manager.

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| 6.  | 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.  |
| 7.  | 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.  |
| 8.  | Nomination Period :                                     | From 3 <sup>rd</sup> September 2021 to 20 <sup>th</sup> September 2021  |
| 9.  | Nomination Procedures                                   | <p>(a) If parents are interested to take part in the election, please download the application form and the nomination form from the school website or GRWTH or from the school office.</p> <p>(b) 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 between <b>120 to 150 words</b> (obtainable from the School Administrative Office).</p> <p>(c) 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 between <b>120 to 150 words</b>.</p> <p>(d) The completed forms shall be submitted to the Returning Officer by the nomination deadline on 20<sup>th</sup> September 2021 (4:00 p.m.).</p> |
| 10. | Method of voting:                                       | The voting for the election shall be conducted by secret ballot.  |
| 11. | Tenure of elected Parent Manager and Alternate Manager: | 1 school year from Date of Registration to 31 <sup>st</sup> August 2022.  |

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.

The EDB requires that starting from 1<sup>st</sup>September 2021, all teachers and school staff including those teaching and non-teaching staff directly employed by schools, persons who provide on-campus services, and **persons who frequently visit school campuses of the aforementioned schools (including Parent Manager) must have received at least one dose of COVID-19 vaccine, or undergo regular self-financed COVID-19 tests and receive negative results. Such tests have to be carried out and completed once every two weeks. The specimens must be obtained from combined nasal and throat swabs, and not collected through self-testing kits.** Results from deep throat saliva tests or rapid antigen tests are not accepted.

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 Ms NG Wing-man(the returning officer) or Ms LO Oi-yan (the school executive officer) at 2476 4962 if you have any queries about the Election. Thank you.

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The Returning Officer

### **Paragraphs 14.5 & 18 of the IMC Constitution of the School**

14.5 Not less than 21 days before the date on which the election is to be conducted (the “**Parent Manager Election Day**”), the RPTA shall give notice in writing to all Parents of the current pupils of the School. The notice shall –

- (a) specify the Parent Manager Election Day (including the time and venue for conducting the election if applicable); and
- (b) specify the number of vacancy for the Parent Manager and/or the Alternate Parent Manager; and
- (c) specify all Parents of the current pupils of the School have equal voting right and right of candidature; and
- (d) specify each Parent (including such Parent who is a Teacher) of the current pupils 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 candidature, together with the specified declaration form; and
- (f) specify the manner in which any Parent of a current pupil may nominate other Parent of a current pupil to stand for election, provided that the nominee is required to sign the nomination consenting to his candidature, together with the specified nomination form; and
- (g) specify the voting for the election shall be conducted by secret ballot; and
- (h) be accompanied by a copy of the text of this Paragraph.

## **18. Role of the IMC and Managers**

**18.1** The IMC shall be responsible for –

- (a) managing the School; and
- (b) ensuring that the Vision and Mission are carried out; and
- (c) developing the general direction of the School, formulating the educational and management policies of the School in accordance with the Tradition and Philosophy of SKH Education and the Vision and Mission; and
- (d) overseeing the planning and budgetary processes, monitoring the performance of the School, ensuring accountability of School management and strengthening the community network; and
- (e) planning and managing financial and human resources available to the School; and
- (f) accounting to the Permanent Secretary and the Sponsoring Body for the performance of the School; and
- (g) ensuring that the education of the pupils of the School is promoted in a proper manner;

and

- (h) School planning and self-improvement of the School.

**18.2** A Manager shall promote communication and co-operation between the IMC and the body that nominated him for registration as a Manager. A Manager shall observe and comply with all applicable laws, rules, regulations and guidelines issued by:

- (a) the Education Bureau; and
- (b) the Sponsoring Body or the IMC provided that they are consistent with the Ordinance and the Code of Aid.

**18.3** A Manager of any category shall act in his personal capacity for the interests and benefits of the School and its pupils.

**18.4** All Managers are entitled to information given by the IMC from time to time including but not limited to information distributed in relation to meetings and resolutions of the IMC, save and except such information in connection with any deliberation or decision of the IMC with respect to such Manager's own personal appointment, dismissal, conditions of service or remuneration (unless otherwise permitted by the Ordinance or this Constitution). All Managers are entitled to attend a meeting of the IMC.

**18.5** A Manager shall follow any instruction given by the IMC regarding confidentiality. All business discussed at any meeting of the IMC shall remain confidential and no manager shall disclose the same without the agreement of the IMC.

**18.6** Managers are entitled to –

- (a) request the Supervisor to convene a meeting of the IMC pursuant to Paragraph 23.2; and
- (b) request the Supervisor to place an item on the agenda of a meeting of the IMC pursuant to Paragraph 25.2

provided that the respective requests under 18.6(a) and (b) above shall only be valid if not less than 5 Managers act collectively.

**18.7** Subject to the Ordinance and this Constitution, an Alternate Manager shall for all purposes be regarded as a Manager.

**18.8** The Alternate Sponsoring Body Manager shall not vote on any matter to be resolved by the IMC by voting unless –

- (a) (in the case of a matter to be resolved at a meeting of the IMC) any Sponsoring Body Manager is absent from the meeting;
- (b) (in the case of a matter to be resolved otherwise) any Sponsoring Body Manager is, for any reason, unable to vote on the matter.

**18.9** The Alternate Teacher Manager shall not vote on any matter to be resolved by the IMC by voting unless –

- (a) (in the case of a matter to be resolved at a meeting of the IMC) the Teacher Manager is not present at the meeting;
- (b) (in the case of a matter to be resolved otherwise) the School has no Teacher Manager for the time being.

**18.10** The Alternate Parent Manager shall not vote on any matter to be resolved by the IMC by voting unless –

- (a) (in the case of a matter to be resolved at a meeting of the IMC) the Parent Manager is not present at the meeting;
- (b) (in the case of a matter to be resolved otherwise) the School has no Parent Manager for the time being.

**18.11** In ascertaining the majority of the Managers for the purposes of section 56(1)(d) or 57(1)(d) of the Ordinance or otherwise in accordance with this Constitution –

- (a) the Alternate Sponsoring Body Manager shall not be counted unless there is a vacancy of Sponsoring Body Manager of the School for the time being;
- (b) the Alternate Teacher Manager shall not be counted unless the School has no Teacher Manager for the time being; and
- (c) the Alternate Parent Manager shall not be counted unless the School has no Parent Manager for the time being.

**18.12** For the purposes of establishing a quorum of a meeting of the IMC, an Alternate Manager shall not be counted unless –

- (a) in the case of the Alternate Sponsoring Body Manager, there is a vacancy of Sponsoring Body Manager of the School for the time being;
- (b) in the case of the Alternate Teacher Manager, the Teacher Manager is not present at the meeting;
- (c) in the case of the Alternate Parent Manager, the Parent Manager is not present at the meeting,

as the case may be.

**18.13** An Alternate Manager shall not only because of his being a Manager incur any liability for an act done pursuant to a voting of the IMC in which he has not participated by virtue of Paragraphs 18.8, 18.9 or 18.10.

## **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.