



屯門天主教中學家長教師會

PARENT - TEACHER ASSOCIATION

TUEN MUN CATHOLIC SECONDARY SCHOOL

Kin Sang Estate, Tuen Mun, N.T. Tel: 2463 2082 , 2463 2084 Fax: 2467 6036

Parent-Teacher Association of Tuen Mun Catholic Secondary School  
Election of Parent Manger and Alternate Parent Manager

20<sup>th</sup> January, 2025

Dear parents,

The Incorporated Management Committee (IMC) of Tuen Mun Catholic Secondary School (below written as ‘the school’) was established on 2<sup>nd</sup> May, 2014. The IMC of the school has recognized the respective Parent-Teacher Association for manipulating the election of the parent manager and the alternate parent manager. The election mechanism and procedures are mentioned briefly below with Attachment 1 for detailed information:

1. Eligibility of the candidates

All parents of current students of the school are eligible to become candidates.

2. Number and Tenure

There is one parent manager and one alternate parent manager in two years consecutively. The term of office of a parent manager is recommended to come into effect in the first academic year in one’s tenure. A period less than 12 months will be considered as an entire year. The parent manager and the alternate parent manager are recommended to come into effect from 1<sup>st</sup> September, 2025 to 31<sup>st</sup> August, 2027 in the abovementioned election. No one should stand as a parent manager in a couple of tenures.

3. Nomination period and procedures

1 The nomination period starts on 20<sup>th</sup> January, 2025 (Monday) and ends on 7<sup>th</sup> February, 2025 (Friday) at 5 p.m.

2 Procedures: Each parent should only nominate oneself or another eligible candidate as a nominee to stand for the election. For seconding a nomination, one seconder is required and the seconder must be the parent of the current student. The parent who nominates a nominee should fill in the nomination form (Attachment 2) before the due date, with the nominee’s profile (a 100-word self-introduction) as attached to the returning officer. The completed nomination form and the document of the nominee’s profile should be dropped in the collection box of the nomination of the election of the parent manager, or e-mail to [info@home.tmcss.edu.hk](mailto:info@home.tmcss.edu.hk).

4. Electors’ eligibility

All parents of current students of the school are eligible to vote. A teacher of the school who is the parent of a current student also has the right to vote. Every parent should vote individually and should have only one vote irrespective of the number of children the parent has at the school.

5. Returning officer

Ms. Chan Yuen Mei was assigned by the school as the returning officer, overseeing the different aspects of work in the election. The returning officer is not eligible to be a candidate in the abovementioned election.

6. The responsibilities of the parent manager and alternate manager

The parent manager should take an independent role for the benefits of the students. The alternate parent manager takes all the responsibilities and authorities as the parent manager except that the right of voting is not granted unless the parent manager is unavailable. The alternate manager should also attend all IMC meetings.

7. The schedule for the election of the parent manager

Date	Procedure
20 <sup>th</sup> January to 3 <sup>rd</sup> February, 2025 (5 p.m.)	Nomination period
14 <sup>th</sup> February, 2025	The profiles of the nominees are launched in the school website and lobby
2 <sup>nd</sup> March, 2025 (9:00 a.m. – 12:30 p.m.)	Election period Location: School lobby
2 <sup>nd</sup> March, 2025 (1:00 p.m.)	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. (When two or more candidates obtain the same number of votes, drawing lots will be arranged) Location: Room G04
2 <sup>nd</sup> March – 8 <sup>th</sup> March, 2025	Unsuccessful candidate may, within one week of the announcement of results, appeal to the returning officer in writing together with the reasons.
12 <sup>th</sup> March, 2025	The election results are launched in the school website.

The establishment of IMC of this school aims to provide a platform for all stakeholders to get involved in school management tasks so as to establish an open, transparent and comprehensive organizational structure. Parents are highly recommended to get involved in the election of the parent manager for the contribution of the school development.

Wong Hoi Yan  
Chairperson of the Parent-Teacher Association

Mr. Wong Kit  
Principal of TMCSS and Ex-officio  
member of Parent-Teacher Association