



屯門天主教中學家長教師會

PARENT - TEACHER ASSOCIATION

TUEN MUN CATHOLIC SECONDARY SCHOOL

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Tuen Mun Catholic Secondary School  
Parent-Teacher Association  
Regulations for the Election of Parent Manager

Attachment 1

After being recognized by The Incorporated Management Committee of Tuen Mun Catholic Secondary School (below known as ‘the school’) for manipulating the election of the parent manager and the alternate parent manager, Parent-Teacher Association of Tuen Mun Catholic Secondary School (below known as ‘the association’) should follow the election mechanism and procedures stated in the regulations below for the election of the parent manager and the alternate parent manager (below known as ‘the respective election’) of The Incorporated Management Committee of Tuen Mun Catholic Secondary School:

### The Candidature

1. All parents of current pupils of the school are eligible to become candidates. Parents in relation to a pupil include 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.
2. According to section 40AO(5)(b), a parent should not be nominated as a parent / alternate parent manager if he / she is a serving teacher of the school. Candidates should also note the registration requirements of managers set out in section 30 of the Ordinance.
3. As stipulated in the Ordinance, no manager shall serve in an IMC in more than one capacity, for example, no one can serve as a parent manager and an alumni manager at the same time. Thus, if there are two elections under different categories to be conducted concurrently in a school, no one should stand as candidate in more than one election.

### Number and Tenure

4. The number and tenure of office of parent managers have been specified in the IMC constitution that there is one parent manager and one alternate parent manager in two years consecutively, beginning on the date on which the parent managers concerned are registered as managers. Any period of less than twelve calendar months in the first school year of the term of office of any of these managers, by reason of their registration on a date later than 1<sup>st</sup> September, shall be deemed to be a complete year for the purpose of calculating the tenure of office. After the election, the association should then nominate the elected parents registered as a parent manager to IMC. Otherwise, in accordance with section 40AU of the Ordinance, if the post of parent manager is vacant for more than three months, the IMC shall apply to the Permanent Secretary for extension of the period for filling the vacancy.

## Nomination Procedures

### Returning Officer

5. The association should assign a person, who may be elected amongst the office-bearers of the association or a teacher appointed by the school, to serve as the Returning Officer. The Returning Officer should oversee the different aspects of work including making of nominations, issuance of ballot papers and counting of votes, but he / she must not be a candidate for the parent manager election.

### Nomination

6.1 Parents should be informed 30 days before the election about all the details on the election of the parent manager, including the number and tenure of the parent manager, nomination period, nomination methods, vote date, the date for the release of the result and other relevant information, in which a nomination form is attached. In the written document, the eligibility and roles of the candidates should be stated.

6.2 One family should only nominate oneself or one other as the candidate and one seconder is required. The seconder must be a parent of a current student.

6.3 Parents who are interested in being self-nominated or nominating another parent as the candidate should inform the Returning Officer at least 21 days before the election with a written document. A seconder is required. Each nominated candidate should supply a brief statement of his / her personal information (within 100 words) to the Returning Officer.

6.4 Each nominated candidate should declare if one is approved under the conditions of registration issued by Permanent Secretary for Education stated in Education Ordinance section 30. Electors should then make the judgement if one is an eligible and capable candidate.

6.5 The nomination period should be extended to 14 days before the election if no nomination is received 21 days before the election.

6.6 Not less than seven days before the election day, the Returning Officer should recognized all qualified candidates and notify all parents the names of the candidates being nominated and the brief introductory statements of the candidates and voting arrangements. The association should ensure that no legal liabilities will be included in the self-introduction prepared by candidates.

6.7 If there is only one candidate of the parent manager nominated 14 days before the election, the candidate is uncontested and becomes the parent manager.

6.8 If there is no candidate nominated 14 days before the election, the Returning Officer should terminate the election procedures and relaunch a vote date for the election.

## Electors' Eligibility

7. All parents of current pupils of the school are eligible to vote. A teacher of the school who is the parent of a current pupil of the school also has the right to vote. All eligible electors have 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. Either a father or a mother is eligible to vote. A ballot paper may be given to the guardian of the pupil or the person who has the actual custody of the pupil if such a request is received.

## Election Procedures

### Date of Voting

8. The period between the date of voting for parent manager election and the deadline of nomination should at least be two weeks.

### Voting method

9. For the principle of fairness, the voting shall be conducted by secret ballot, i.e. electors are not allowed to put down their names or any other marks of identification on the ballot paper and should not let the other electors see whom they have voted for.

10. A locked ballot box shall be made available for the election and the key should be kept by the Returning Officer. Parents should vote at school in person on the election day(s). The Returning Officer shall inform all parents of the voting arrangements at least 7 days in advance and details of the date, time and venue of the voting should be clearly specified.

## Counting of votes

11. The Returning Officer must arrange a meeting for counting votes and invite all parents, candidates, and / or the principal (or the authorized person) to witness the counting of votes.

12. The chairperson of PTA, the Returning Officer and / or the principal (or the authorized person) shall be present to witness the counting. During the time of counting the votes, the Returning Officer must make sure that all ballot papers have been poured out from the ballot box before counting starts. Under the circumstances below, ballot papers will be declared invalid —

- (i) the number of candidates being voted on the ballot paper exceeds the number of vacancy for that election;
- (ii) the ballot paper has not been marked properly; or
- (iii) the ballot paper is marked in such a way that the identity of the elector can be traced.

13. If there is only one parent manager vacancy and one alternate parent manager vacancy, 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, the final result shall be determined by drawing lots. If there is only one candidate, 'uncontested nomination' will be adopted.

14. 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 the PTA. The envelope and the cast ballot papers should be kept by the PTA for at least six months as they might be needed for investigation purposes in case of allegations against voting irregularity.

### Announcing Results

15. The result of the election should be launched on the school website and displayed on the bulletin board of Parent-Teacher Association.
16. Unsuccessful candidate may, within one week of the announcement of results, appeal to the PTA in writing together with the reasons. Two parents who have not witnessed the vote counting and a teaching staff member who has not witnessed the vote counting will be assigned by the association and the principal respectively as the members in the Appeal Board. If re-counting is considered, the procedure should be monitored by the complainer and all candidates. The decision of the Appeal Board shall be final.

### Follow-up Action after Election

17. The association should nominate two elected members to the IMC as the parent managers. The IMC will then report it to the Permanent Secretary of Education for the approval as registered school managers.

### Filling of Vacancies

18. If a parent manager whose child is no longer a current pupil of the school during his / her term of office, he / she shall continue to be the manager until the term of office expires or the end of the school year, whichever is the earlier
19. If the parent manager resigns, a by-election should take place within 3 months for filling the vacancy. If the by-election cannot take place within the three-month period, the IMC may apply on good grounds to the Permanent Secretary for extension of the period for filling the vacancy.

### Points to Note

20. The PTA chairperson will not automatically be an elected parent manager or vice versa.
21. Parents, being candidates and voters in the parent manager election, should note the ethical conduct listed at Annex III to ensure fairness in the election process.

22. On receiving an application for registration as a manager of a school, the Permanent Secretary shall make such inquiry as he considers necessary. The Permanent Secretary may refuse to register an applicant as a manager of a school on grounds stipulated in section 30 of the Ordinance.

Education Ordinance  
Provisions relating to Election of Parent Managers

Education Ordinance	Content
30	<p>The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that —</p> <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 — <ul 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, 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> </ul> </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 Annex I Education Ordinance Content more schools.</li> </ul>
40AB	<ul style="list-style-type: none"> <li>• Parent, in relation to a pupil, includes — <ul style="list-style-type: none"> <li>(i) a guardian of the pupil; and</li> <li>(ii) a person who is not the parent or guardian of the pupil but has the actual custody of the pupil.</li> </ul> </li> </ul>
40AL	<ul style="list-style-type: none"> <li>• For an IMC school with a recognised PTA, at least one parent manager shall be provided.</li> <li>• If the school is a bi-sessional school, and a PTA is recognised for each session separately, at least one parent manager shall be provided for each session.</li> <li>• If there is only one parent manager for a school, one alternate parent manager shall be provided. If the school is a bi-sessional school, and there is only one parent</li> </ul>

	manager for each session, one alternate parent manager shall be provided for each session separately
40AO	<ul style="list-style-type: none"> <li>• The IMC may recognise one body of persons as recognised PTA, but its constitution shall specify only the following persons – <ul style="list-style-type: none"> <li>(i) parents of current pupils of the school; or</li> <li>(ii) serving teachers Note 2 of the school may elect or become office-bearers of the body.</li> </ul> </li> <li>• Parent manager election and alternate parent manager election shall be conducted by the recognised PTA</li> <li>• A recognised PTA may nominate such number of persons for registration as parent manager or alternate parent manager of the school as may be provided for in the constitution of the IMC of the school</li> <li>• The system of election shall be fair and transparent</li> <li>• A candidate must be a parent of a current pupil of the school</li> <li>• A candidate must not be a teacher of the school</li> <li>• In the election, all parents have equal voting right and right of candidature</li> <li>• The voting for the election shall be conducted by secret ballot.</li> </ul>
40AS	• A parent manager and an alternate parent manager shall be elected in the same manner for nomination for registration as a manager
40AU	• The person who fills the vacancy of parent manager shall be nominated for registration as a manager in the same manner as the manager who ceased to hold the office concerned
40AV	• If a parent manager ceases to be a parent of a current pupil of the school, his term of office as a manager shall continue until its expiry or the end of the school year, whichever is the earlier
40AX	• On the ground that a manager is not suitable to continue to hold office, the recognised PTA of a school may pass a resolution, in a manner which is similar to the manner in which the manager concerned is elected, and make a written request to the IMC to cancel the registration of the manager. The IMC shall, upon receiving the request, issue a notice in writing to the Permanent Secretary as regards the cancellation of the registration of the parent manager

Note 2: The definition of “teachers” shall follow the stipulations at Section 40AB of the Education Ordinance. For special schools, the definition of “teachers” in this aspect does not include the “specialist staff” of the school.

## 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.