



The 23rd Parent-Teacher Association Parent Circular No.3

Re: Invitation for Nomination

for the 2021-2023 IMC Parent Manager and Alternate Parent Manager

4th June, 2021

Dear Parents and Guardians,

The Incorporated Management Committee (IMC) of Caritas Wu Cheng-chung Secondary School has been officially established on 31st August, 2013. According to the constitution, members of the IMC shall include one Parent Manager and one Alternate Parent Manager. The fourth term of office 2019-21 shall be expired on 31st August, 2021. Therefore, on behalf of the PTA, I would like to invite you to make a nomination for the IMC Parent Manager election 2021-2023. Please refer to the following guidelines and annexes for details:

1. The Candidature

- 1.1 All parents of current students of the school are eligible to become candidates. Parents include a student's father and mother, a guardian of the student and a person who is not the parent or guardian of the student but has the actual custody of the student.
- 1.2 A candidate should meet the requirements as stipulated in the Education Ordinance and fulfill the following conditions:
 - 1.2.1 Not a serving teacher of the School;
 - 1.2.2 Not participate concurrently in more than one Manager Elections conducted under different categories or serve in the IMC in more than one capacity.

2. Number and Tenure

- 2.1 One Parent Manager and one Alternate Parent Manager, described in Articles 8.2(c) of the Ordinance, shall be nominated, and shall hold office for 2 years and may be eligible for re-nomination for one consecutive term only. After serving for two consecutive terms, no Manager shall be eligible for nomination until after a period of two years.
- 2.2 The Parent Manager and Alternate Parent Manager shall hold office for 2 years beginning on the date on which each of them is registered as a Manager or Alternate Manager. Any period of less than twelve calendar months in the first school year of the term of office, by reason of his registration on a date later than 1st September, shall be deemed to be a complete year.

3. Nomination Procedures

- 3.1 The period of nomination shall expire at least 14 days from the date of commencement.
- 3.2 The proposer and seconders must be the parents, guardians or persons who have the actual custody of current students.
- 3.3 A parent may nominate oneself or another eligible candidate to stand for the Election. The nomination shall be voluntarily accepted by the candidate concerned.
- 3.4 To be eligible for nomination, each candidate shall be supported by signatures of one proposer and two seconders (all are eligible parents).
- 3.5 If the number of candidates equals the number of vacancies, the candidates hence are elected uncontested. If the number of candidates is less than the vacancies, the Returning Officer may consider extending the deadline for nomination or conducting the Election again.

4. Closing date of Nomination

Completed Nomination Form must be returned to the class teacher through the student and received by the Returning Officer no later than 12 noon on Monday, 21st June, 2021. Each nominated candidate shall supply a brief introductory statement of his/her personal information in not more than

150 words.

5. Candidates' Information

- 5.1 Nominees must be eligible to become candidates. The Returning Officer shall issue a letter to all parents on or before Friday, 25th June, 2021 to release the information of all candidates and also the arrangements for election.
- 5.2 If the number of candidates equals the number of vacancies, the candidates hence are elected contested. Voting is still necessary for the election of the respective Parent Manager and Alternate Parent Manager.

6. Election Procedure

- 6.1 The voting will be conducted by post. This is an anonymous election and voters should not vote for more than two nominees. Please follow the instruction on the ballot. Put the ballot into the attached envelope. The envelope must be properly sealed and posted. Other envelope will be considered an invalid ballot. If there is only one parent in the house to vote, please put another blank ballot paper into the envelope and return them together.
- 6.2 The counting of votes will be conducted on Monday, 6th July, 2021, after our School closing ceremony.
- 6.3 All parents of our current students are eligible to vote. Every parent shall vote individually and should have only one vote irrespective of the number of children the parent has at the School. This applies to both the father and mother of the student.
- 6.4 Parents are requested to vote in person in the School during the specified time and put the ballot paper in the locked ballot box.
- 6.5 The Returning Officer shall arrange a counting session after the voting process and invite all parents, all candidates, committee members of PTA and the Principal to attend and witness the counting of votes.

Please be noted of the schedule of election below:

Period for Nomination	7 June, 2021 to 21 June, 2021, 12:00 noon
Closing Date of Nomination	21 June, 2021, 12 noon
Release of Candidates' Information	25 June, 2021
Due date of Ballots collection	25 June, 2021 before counting of votes
Counting of Votes	6 July, 2021, after School closing ceremony
Announcing Results	6 July, 2021 (Once the counting is finished.)
Announcing of Results online	6 July, 2021

You are invited to nominate yourself or another eligible candidate to stand for the election. If you require any further information about the Election, please feel free to contact me at 2293 7718 or email to lms@cwcc.edu.hk.

Thank you and looking forward to your active participation and valued support.

Yours faithfully,



Mei-suet, LO
Returning Officer
2021-2023 IMC Parent Manager Election
Caritas Wu Cheng-chung Secondary School PTA



- Encl (s)
1. Annex I : Education Ordinance Provisions relating to Election of Parent Managers
 2. Annex II : Ethical Conduct Required in the Parent Manager Election
 3. Annex III: Candidate's Information Sheet

Education Ordinance

Provisions relating to Election of Parent Managers

The “Content” as listed out in the following table is a summary of the relevant provisions of the Education Ordinance and is for reference purpose. Please refer to the Education Ordinance if a specific provision is to be quoted.

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"> • the applicant is not resident in Hong Kong for at least 9 months in each year; • the applicant is not a fit and proper person to be a manager; • the applicant is a person in respect of whom a permit to teach has previously been cancelled; • the applicant is under the age of 18 years; • 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; • 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; • in making or in connection with any application — <ul style="list-style-type: none"> (i) for registration of a school; (ii) for registration as a manager or a teacher; or (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; • the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; • the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or • the applicant has been registered as a manager of 5 or more schools.
40AB	<ul style="list-style-type: none"> • Parent, in relation to a pupil, includes — <ul style="list-style-type: none"> (i) a guardian of the pupil; and (ii) a person who is not the parent or guardian of the pupil but has the actual custody of the pupil.
40AL	<ul style="list-style-type: none"> • For an IMC school with a recognised PTA, at least one parent manager shall be provided. • 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. • 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 manager for each session, one alternate parent manager shall be provided for each session separately.

40AO	<ul style="list-style-type: none"> • 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"> (i) parents of current pupils of the school; or (ii) serving teachers Note 2 of the school may elect or become office-bearers of the body. • Parent manager election and alternate parent manager election shall be conducted by the recognised PTA. • 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. • The system of election shall be fair and transparent. • A candidate must be a parent of a current pupil of the school. • A candidate must not be a teacher of the school. • In the election, all parents have equal voting right and right of candidature. • The voting for the election shall be conducted by secret ballot.
40AS	<ul style="list-style-type: none"> • A parent manager and an alternate parent manager shall be elected in the same manner for nomination for registration as a manager.
40AU	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

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.

The 23rd Parent-Teacher Association Parent Circular No.3

Re: Invitation for Nomination

for the 2021-2023 IMC Parent Manager and Alternate Parent Manager

Date: _____

Dear Miss Lo,

I acknowledge receipt of the above captioned parent circular and the relevant nomination form. I am fully informed of the 2021-2023 IMC Parent Manager Election and I

(Please ✓ in the appropriate)

will stand for election (Please complete the **Candidate's Information sheet** overleaf and Return to the Returning Officer not later than 12:00 noon, 21st June, 2021.)

will not stand for election

Name of Student: _____ Class: _____ Class No: _____

Name of Parent: _____ Contact Tel. No: _____

Parent's signature: _____

Election for IMC Parent Manager 2021-2023
Candidate's Information

Notes for completion:

1. This page should be completed by the candidate and to be returned to the Returning Officer not later than 12:00 noon, 21st June, 2021.
2. According to the constitution, to be eligible for nomination, candidate shall be supported by signatures of one proposer and two seconders (all are eligible parents).
3. Please write clearly. This information sheet will be duplicated directly and distributed to all parents for election purposes.

Section A (To be completed by the candidate, using black ball-pen)

Photo	Name of Candidate: (in BLOCK letters)

	Gender : _____
	Particulars of Students:
	1. Class _____ Name: _____
2. Class _____ Name: _____	
Relationship with students : _____	

Name of Proposer: _____ Class: _____ Signature: _____

Name of 1st Secunder: _____ Class: _____ Signature: _____

Name of 2nd Secunder: _____ Class: _____ Signature: _____

Section B (To be completed by candidate, using black ball pen or printed with a computer)

Introductory statement of candidate: (about 100 to 150 words) :

Section C: Declaration by the Candidate*

- I agree with the school mission and agree to be abided by the IMC regulations.
- I fulfill the candidate's requirements as listed in the 'IMC Parent Manager Election Guidelines'.
- I understand the Education Ordinance provisions relating to IMC Parent Manager Election.
- I agree to the issuance of this information sheet by the Returning Officer for election purposes.

Candidate's Signature: _____ Date of signing: _____

*Please tick '✓' the appropriate .