

Yu Chun Keung Memorial College No. 2

Regulations for Parent Manager and Alternate Parent Manager Election

- 1 The Incorporated Management Committee (IMC) of Yu Chun Keung Memorial College No. 2 was established on 29th August 2014 and the Parent Manager Election must be held as prescribed.
 - 1.1 Our Parent-Teacher Association is the only Parent-Teacher Association accredited by the IMC of Yu Chun Keung Memorial College No. 2.
 - 1.2 According to statutory requirements, there have to be one Parent Manager and one Alternate Parent Manager in the IMC.

2 The Candidature

- 2.1 All parents of current students of this school are eligible to become candidates. Parents in relation to a student include 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.
- 2.2 In the event of the following situations, parents concerned will not be eligible to be IMC nominees:
 - 2.2.1 Being a member of in-service teaching staff (Because teaching staff can enter the IMC as a Teacher Manager);
 - 2.2.2 Not able to meet the stipulation in regard to registration of managers provided by Section 30 of Education Ordinance.

According to the Ordinance, no one can serve in an IMC in more than one capacity. Therefore, 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.

3 Number and Tenure

- 3.1 A **Parent Manager** can be admitted to the IMC as an individual. He/she has voting right and must comply with IMC regulations and take part in IMC affairs.
- 3.2 An **Alternate Parent Manager** can be admitted to IMC. He/she must comply with IMC regulations and take part in IMC affairs. However, he/she does not have voting right. If the parent manager is absent from IMC meeting due to various reasons, the Alternate Parent Manager can cast vote for him/her.
- 3.3 The term of office of a parent manager is two year and can be re-elected once only. The service of a parent manager cannot be more than two consecutive terms. The period of service is counted from the date when the parent manager is approved by the Permanent Secretary for Education and registered to be a parent manager.

4 Nomination Procedures

4.1 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.

4.2 Nomination

- 4.2.1 Nomination deadline: The nomination date for the election should start at least two weeks from the deadline for nomination in advance.
- 4.2.2 A parent may nominate **oneself** or **another** eligible candidate to stand for the election. Seconders must obtain the consensus the nominees before nomination.
- 4.2.3 He/She must be the parent of the student in this school.
- 4.2.4 He/She cannot be the teaching staff of this school.
- 4.2.5 If no one stands for candidature in the election, the IMC may consider extending the deadline of nomination or conducting the election again after a lapse of some time (usually 14 days). The election procedures should cater for such occasions and special arrangements should be made according to the principle of fairness and transparency.
- 4.2.6 If there is only ONE candidate, that candidate will be elected automatically. But there is a need to elect the alternate parent manager.
- 4.2.7 Candidates need to declare whether they have violated any of the reasons for Permanent Secretary to register them as listed in Education Ordinance 30 and that their qualifications will be verified by the permanent secretary.

4.3 Candidates' Information

- 4.3.1 Each nominated candidate should supply a brief statement of his/her personal information to the Returning Officer
- 4.3.2 Not less than seven days before the election day, the Returning Officer should notify all parents the names of the candidates being nominated and the brief introductory statements of the candidates in writing. The notification issued by the Returning Officer should also explain the procedures and the time-table of the election.

4.4 Electors' Eligibility

- 4.4.1 All parents of current pupils of the school as defined in paragraph 4 above 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.
- 4.4.2 Every parent should vote individually and should have only one vote irrespective of the number of children the parent has at the school. Both parents have the right 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 and school's verification is obtained.

5 Election Procedures

5.1 Date of Voting

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

5.2 Voting Method

5.2.1 Online Voting

- 5.2.1.1 All the parents should cast their vote via the online eClass APP.

5.2.2 Voting in person

- 5.2.2.1 As some parents are unable to cast their vote using the eClass APP, The RPTA may give pupils two ballot papers each for their parents to vote.
- 5.2.2.2 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.
- 5.2.2.3 All ballots should be folded into two and put into a sealed envelope and child(ren) of the parent should return it to their class teacher. Blank ballots should also be returned to the school.
- 5.2.2.4 The sealed envelope is to be put into the ballot box. (The ballot box shall be made available for the election.) It should be locked and the key should be kept by the Returning Officer. Parents are required to cast their vote in person at school.

5.2.2.5 The Returning Officer shall inform all parents of the voting arrangements at least 7 days in advance. Details of the date, time and venue of the voting should be clearly specified

6 Vote counting procedure

6.1 Counting of votes

6.1.1 The Returning Officer should invite all parents, candidates, and/or the principal to witness the counting of votes.

6.1.2 The chairperson of PTA, the Returning Officer and/ or the principal 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. The RPTA should specify in advance the circumstances under which ballot paper will be declared invalid, for example—

- (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.

6.2 Announcing Results

6.2.1 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. (Alternate parent manager may vote for the parent manager who is absent.) When two or more candidates obtain the same number of votes, the parent manager will be decided by drawing lots. When there is only one candidate, that candidate will be elected automatically.

6.2.2 The Returning Officer should inform all parents of the results of the election on spot. The Returning officer should announce the results of the election on the school webpage and the PTA board.

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

6.3 Appeal Mechanism

6.3.1 Unsuccessful candidate may, within one week of the announcement of results, appeal to the IMC in writing together with the reasons.

6.3.2 Upon receipt of the appeal, the IMC will appoint a manager who is not involved in the counting of votes to form an Appeal Board with a non-candidate from PTA who has not been involved in the counting of votes to handle the appeal and the complainant will receive result within one week.

7 Follow-up Action after Election

7.1 The IMC shall nominate the parent(s) elected as the parent manager(s) of the school

7.2 Meanwhile, the elected parent(s) shall apply to the Permanent Secretary for registration as manager of the school.

8 Filling of Vacancies

8.1 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.

8.2 If a parent manager vacancy arises out of either the expiry of term of office or resignation tendered by the manager during the term of office, the RPTA shall conduct an election and make nomination of parent managers to fill the vacancy within three months. If the RPTA cannot make such nomination accordingly, the IMC may apply on good grounds to the Permanent Secretary for extension of the period for filling the vacancy.

9 Points to note

9.1 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.

9.2 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.

10 The procedures of the Parent Manager are as below:

3 rd January 2024 (Wednesday)	Nomination of Parent Manager begins.
18 th January 2024 (Thursday)	Nomination Deadline
25 th January 2024 (Thursday)	Give out information of candidates and notification letter for voting
25 th January 2024 (Thursday) – 13 th February 2024 (Tuesday)	E-Voting (Vote via the online eClass APP)
14 th February 2024 (Wednesday) – 24 th February 2024 (Sunday) 3:00 p.m.	Voting in paper ballot (For those who have not voted via the online eClass APP)
24 th February 2024 (Sunday) (Parents’ Day)	Polling day / Counting of votes
24 th February 2024 (Sunday) (Parents’ Day) – 2 nd March 2024 (Sunday)	Appeal period

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

Education Ordinance	Content
	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.

Education Ordinance	Content
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.

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.

YU CHUN KEUNG MEMORIAL COLLEGE NO. 2
余振強紀念第二中學

ELECTION OF PARENT MANAGER -- BALLOT PAPER
家長校董選舉選票

VOTING DEADLINE 截止投票日期: 24-2-2024 15:00

Please read carefully the “Directions for Voting” overleaf before casting vote.
填寫選票前請細閱背頁的「投票人須知」。

Please use a **blue** or **black** ball-point pen to mark a “✓” in the bracket against the name of the candidate you vote for. The number of “✓” you marked on the ballot paper **should not be more than one**. Otherwise, your ballot paper will be considered null and void.

請在下列的候選人中，選出一人為家長校董，並用藍色或黑色的原子筆在該候選人姓名旁邊的括弧內加上「✓」號。每名投票人只可向一名候選人投票，否則選票作廢。

CANDIDATE NO. 候選人編號	CANDIDATES 候選人		Mark a “✓” in the bracket against the name of the candidate you vote for 請在括號內加上「✓」號
	Name in Chinese 中文姓名	Name in English 英文姓名	
1.	XXX		()
2.	yyy		()

YU CHUN KEUNG MEMORIAL COLLEGE NO. 2
余振強紀念第二中學

DIRECTIONS FOR VOTING

1. Put no other marks on the ballot paper other than the mark “✓” or it will be considered null and void.
2. Fold the ballot paper into two and do not let anyone see whom you vote for. The ballot is secret.
3. The ballot paper should be put in the ballot box. The ballot box is placed in the Hall. Parents can put the ballot paper into the ballot box by themselves within the election hours. Blank ballot papers should also be returned to the school.

投票人須知

1. 除「✓」號外，請勿在此選票上劃上其他記號，否則選票將作廢。
2. 將選票對折，切勿讓他人看見你的選擇。投票是保密的。
3. 所有選票在投票時間內，由家長親自放入本校禮堂的投票箱內。空白選票亦須交回學校。

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.