

7 September 2023

P2023-002

Dear Parents,

Re: Parent Manager Election

The Incorporated Management Committee (IMC) of Marymount Primary School has recognised the MPS-PTA as the Recognized Parent-Teacher Association for the purposes of nominating a Parent Manager and an Alternate Parent Manager.

The 25th Executive Committee of the PTA invited Ms. Winnie Tse, the Vice Principal of the school, on 25 August 2023, to be the Returning Officer to monitor and supervise the Election of the Parent Manager.

I have attached the **Election Notice**, the **Nomination Form**, a copy of **the text of Clause 15** of the Constitution and **the Notes on the Ethical Conduct Required in the Election** as provided by the Education Bureau for your reference. The details of the Parent Manager Election are as follows:

Date : 13 October 2023 (Friday)
Time : 6:00 p.m.
Venue : School Hall, MPS

All nomination forms from candidates should be returned to the Returning Officer **via email pta_submission@mps.edu.hk in PDF format or submit to your daughter's Class Teacher from 11 to 15 September 2023**. The Candidates List prepared by the Returning Officer will be distributed to all parents via our MPS School App **on 29 September 2023 (Friday)**.

I am looking forward to seeing you at the Parent Manager Election on 13 October 2023 (Friday).

Yours sincerely,



Mr. Matthew Luk
Chairperson
MPS-PTA 2022-2023

Enclosure:
*Notice of Election of Parent Manager
Nomination Form*

Notice of Election of Parent Manager
(“Election Notice”)
of
Marymount Primary School

7 September 2023

To: All parents of Marymount Primary School (“**the School**”)

Notice is hereby given that the election of Parent Manager (“**Parent Manager Election**”) will be held at **6:00 p.m. on 13 October 2023 (Friday)** at MPS School Hall (“**the Election Day**”).

In accordance with Section 40AO of the Education Ordinance (Cap. 279) and Articles 5.2 and 5.3 of the Constitution of the Incorporated Management Committee (“**IMC**”) of the School, one Parent Manager and one Alternate Parent Manager shall be elected as Managers of the IMC.

Details regarding the procedure for the Parent Manager Election are as follows:

1. **Eligibility for candidature**

- 1.1 All Parents are eligible to stand as candidates to be elected as Parent Manager or Alternate Parent Manager provided:
- (i) he is a parent or guardian of a current pupil of the School or a person who is not the parent or guardian of the pupil but has the actual custody of a current pupil of the School; and
 - (ii) he is not a serving teacher of the School
- 1.2 A Parent shall not serve as a Parent Manager and an Alumna Manager at the same time.

2. **Term of office**

- 2.1 The term of office of the Parent Manager and Alternate Parent Manager shall be one school year.

3. **Nomination procedure**

- 3.1 All Parents are invited to nominate one eligible candidate (including themselves) for the Parent Manager Election by completing the **attached** Nomination Form.
- 3.2 Before completing the Nomination Form, all Parents are advised to read the **attached**:
- (i) “Notes on the Ethical Conduct Required in the Parent Manager Election”; and
 - (ii) Copy of the text of Clause 15 of the Constitution of the Parent Teacher Association of the School.

3.3 All nomination forms from candidates should be returned to the Returning Officer **via email pta_submission@mps.edu.hk in PDF format or submit to your daughter's Class Teacher from 11 to 15 September 2023.**

3.4 Upon my receipt of all Nomination Forms, a list of the nominated Parents (“**Candidates**”) will be sent to all Parents by 29 September 2023 (Friday).

4. **Voting arrangements**

4.1 The Parent Manager Election will be conducted by me on the date, time and venue set out above.

4.2 All Parents present at the Parent Manager Election will be provided with the following:

- (i) the list of Candidates,
- (ii) the Voting Arrangements setting out details of the voting arrangements, and
- (iii) a Ballot Paper.

4.3 Parents (including a teacher of the School who is a Parent of a current pupil) will be asked to vote for one Parent Manager by marking and casting their Ballot Papers into the Ballot Box.

5. **Counting of votes and Announcements of election results**

5.1 After the voting is declared to be closed, the counting of votes will take place in my presence and the presence of the Chairperson of the PTA.

5.2 Once the counting of votes has been completed, I will announce the results of the election by declaring the Candidate who obtains the greatest number of votes as the one elected as Parent Manager, and the Candidate who obtains the second greater number of votes as the one elected as Alternate Parent Manager.

5.3 A notice of the election results will be posted up on a notice board at the venue.

6 **Enquiries**

Any enquiries on the election can be made by sending email to pta_submission@mps.edu.hk.



Ms. Winnie Tse
Returning Officer
Vice Principal, MPS

Marymount Primary School

Election of Parent Manager

Notes for Completing Nomination Form

1. Before completing the Nomination Form, please ensure that you have read the following documents (attached to the Election Notice):
 - (i) **“Notes on the Ethical Conduct Required in the Parent Manager Election”**;
and
 - (ii) Copy of the text of **Clause 15 of the Constitution** of the MPS PTA.

2. Please nominate only one person (either yourself or another eligible parent) for election as Parent Manager.

Marymount Primary School

Notes on the Ethical Conduct Required in the Parent Manager Election as provided by the Education Bureau

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.

**MARYMOUNT PRIMARY SCHOOL
PARENT-TEACHER ASSOCIATION**

(registered as a voluntary organization under the Societies Ordinance (Cap. 151))

CONSTITUTION

(Revised. 16th October, 2015)

15. Election of Parent Manager and Alternate Parent Manager to the IMC

- 15.1 The election for nominating persons for registration as Parent Manager and Alternate Parent Manager shall be conducted in accordance with the Ordinance and this Clause and the guidelines for election of Parent Manager.
- 15.2 All Parents are eligible candidates to be elected as Parent Manager or Alternate Parent Manager except a Parent who is at the same time the Supervisor, the Principal, a teacher employed by the School, or a Manager in any other capacity.
- 15.3 The Executive Committee of the PTA shall assign a person who may be elected amongst the office bearers of the PTA or a teacher to be the Returning Officer (who must not be a candidate for the Parent Manager election) to monitor and supervise the election, the issue of ballot papers and counting of votes.
- 15.4 The election shall be conducted by the PTA.
- 15.5 The election shall be by secret ballot conducted on a day to be appointed by the Executive Committee (the “Election Day”).
- 15.6 Not less than 21 days before the Election Day, the Returning Officer shall give notice in writing to all Parents (the “**Election Notice**”) by post and/or by hand through the pupils and/or staff of the School. The Election Notice shall –
- 15.6.1 specify:
- (a) the Election Day;
 - (b) the time and venue of the Election;
 - (c) the eligibility and responsibilities of the candidate;
 - (d) the period and method of nomination of candidates for the Parent Manager election;
 - (e) the number of the Parent Manager and/or Alternate Parent Manager vacancy;
and
 - (f) the arrangements for counting of votes and declaration of election result;

- 15.6.2 invite all Parents to attend the Election Day;
- 15.6.3 be accompanied by a nomination form inviting eligible parents to nominate within 7 days himself or nominate another eligible parent as candidate to stand for the election and provide a brief statement of his/her personal information of not more than 80 words;
- 15.6.4 be accompanied by a copy of the text of this clause;
- 15.7 Not less than 7 days before the Election Day, the Returning Officer shall give notice in writing to all Parents, whether by post and/or by hand through the pupils and/or staff of the School which shall include a list of the names of all candidates (the “**Candidates**”) together with their statements.
- 15.8 On the Election Day, the Returning Officer shall at the time specified in the notice, conduct the election and adopt the following election procedure when the election is to take place:
- (a) conduct the election;
 - (b) distribute the Ballot Papers, list of Candidates and voting arrangements (“**Voting Arrangements**”) to the Parents;
 - (c) invite the Candidate to give a brief introduction of themselves of not more than three minutes to the Parents present and answer any questions from them.
- 15.9 No Parent shall be allowed to leave the room once the ballot papers are distributed until the Returning Officer declares the vote closed;
- 15.10 The Candidate who obtains the greatest number of votes shall be nominated by the PTA as Parent Manager, and the Candidate who obtains the second greatest number of votes shall be nominated by the PTA as Alternate Parent Manager in accordance with the Ordinance.
- 15.11 If the voting results in an equality of votes, the result shall be determined by drawing lots. The Candidate on which the lot falls shall be deemed to have obtained more votes.

**Marymount Primary School
Election of Parent Manager
Nomination Form**

Please read carefully the “Notes for Completing Nomination Form” attached before completing this form.

To: The Returning Officer

I hereby nominate:

myself, Parent of _____ (Name of Student) of P. _____ as a candidate for election as Parent Manager at the upcoming Parent Manager Election to be held on **13 October 2023 (Friday)**.

_____ (Name of Nominee), fellow Parent of _____ (Name of Student) of P. _____ as a candidate for election as Parent Manager at the upcoming Parent Manager Election to be held on **13 October 2023 (Friday)** and _____ (Name of Nominee) has **confirmed # his / her agreement to being nominated and has signed the Declaration below.**

Signature of Nominator Parent: _____ Tel No: _____

Name of Nominator Parent: _____

Email: _____ Date: _____

Introductory Personal Statement

*(To be completed by Nominee. No more than 80 words in English or 100 words in Chinese.
The information will be distributed to parents of our school for reference)*

All nomination forms from candidates should be returned to the Returning Officer, Ms. Winnie Tse, via email pta_submission@mps.edu.hk in PDF format or submit to your daughter’s Class Teacher **from 11 to 15 September 2023.**

Please note that the personal information collected above will only be used in matters relating to the Election of Parent Manager and other legitimate purposes for the internal use of the PTA or as requested by government departments.

If you have any queries about personal information to be provided, please contact our Deputy Principal, Mr. William Chau.

Declaration

I, _____ #(Name of Self Nominated Parent / Nominee Parent)
solemnly and sincerely declare as follows:

1. The information provided on this form is true and correct. I agree that the Returning Officer can ask for relevant evidence if necessary.
2. I have not violated any of the registration requirements of Managers stipulated in Section 30 of the Education Ordinance.
3. I consent to allow the PTA to use the information provided by me for the Election of Parent Manager of the MPS Incorporated Management Committee.
4. I understand and accept the arrangements relating to the Election of Parent Manager set by the PTA.
5. I am aware and consent to my introductory personal statement being published to parents.

Signature: _____

Name: _____

Date: _____

#Please delete as appropriate