



天主教慈幼會伍少梅中學

SALESIANS OF DON BOSCO NG SIU MUI SECONDARY SCHOOL

地址：香港新界葵涌葵合街三十號 Address: 30 Kwai Hop Street, Kwai Chung, N.T., Hong Kong.

網址 Web Site: <http://www.sdbnsm.edu.hk> 電話 Tel: (852) 2425 8223 傳真 Fax: (852) 2489 0921



Circular Booklet : 2021/58

Date 17 March, 2021

To whom it may concern:

Regarding the Arrangements of the 5th Parent Manager Election of the Salesians of Don Bosco Ng Siu Mui Secondary School Incorporated Management Committee – Notice I

According to the Education (Amendment) Ordinance 2004, the Incorporated Management Committee (IMC) must include a parent manager. The election of parent managers should be conducted by the PTA recognised by the IMC. The IMC of Salesians of Don Bosco Ng Siu Mui Secondary School are established on 19th March, 2014 (Wednesday), and confirmed that the Salesians of Don Bosco Ng Siu Mui Secondary School Parent-Teacher Association (SDBNSMSSPTA) to be the sole approved PTA of the school on 7th April, 2014. SDBNSMSSPTA will hold the 5th Parent Manager Election in accordance with the above ordinance and the constitution of the PTA. The candidature and electors' eligibility of the Parent Manager Election are listed below. We cordially hope that parents will participate in this election for the betterment of the school.

1. The Candidature

- All parents of current pupils of the school are eligible to become candidates. Parents in relation to a pupil includes 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. In such cases, the person must present appropriate documents to the Returning Officer in order to confirm the person's eligibility.
- As stipulated in the Ordinance, no manager shall serve in an IMC in more than one capacity. Thus, no one can serve as a parent manager and an alumni manager at the same time. If there are two elections under different categories to be conducted concurrently in a school, no candidate shall participate in more than one election.
- Any parent who is a teacher of the school cannot become a parent manager candidate.

2. Number, Responsibility and Tenure of Parent Manager

- There is one parent manager and one alternate parent manager in the IMC. Both vacancies are to be elected according to the *Election Procedure*.
- A parent manager and an alternate parent manager must fulfill the duties listed in the IMC constitution.
- The two-year term of office of a parent manager and an alternate parent manager commences

generally when they are officially registered as managers. The term of the 4th parent manager commences on 1st September, 2021, and terminates on 31st August, 2023. A parent manager and an alternate parent manager can stand for election after the term is completed, and can be re-elected for a second full term. There must be a lapse of two years before standing for election again after serving two terms.

3. Electors' Eligibility

- All parents of current pupils and the guardian of the pupil or the person who has the actual custody of the pupil are eligible to vote. In such cases, the person must present appropriate documents to the Returning Officer in order to confirm the person's eligibility.
- A teacher of the school who is the parent of a current pupil of the school 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.

4. Candidate Nomination

- Any eligible parent can nominate his/herself to be a candidate in the parent manager election. To do so, one has to fill in and submit the applications required.
- The nomination period begins the day after the Returning Officer distributes the parents' letter. The nomination period is not to be shorter than seven days, nor is it to exceed fourteen days. The period between the date of voting for parent manager election and the deadline of nomination should at least be two weeks.
- Self-recommending parent manager candidates should provide their personal information on the application forms according to the guidelines.
- After receiving the nomination information and not less than 7 days before the election day, the Returning Officer should issue another letter to all parents listing the names of the candidates being nominated, along with the information of their application forms. The letter shall also include arrangements and schedule of the election.

5. Voting Method

- Parents must vote in the school in person within the designated time and date.
- The voting is conducted by secret ballot. No elector should write one's name or any other signs on the ballot, nor should anyone see the content of the ballot.
- The school shall make a lockable ballot box available for the election. It should be locked and the key should be kept by the Returning Officer.

6. Counting of Votes & Announcing Results

- The Returning Officer should arrange a counting session and invite all parents, all candidates, and/or the principal to attend and witness the 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. If two or more candidates obtain the same number of votes, the result will be determined by drawing lots. The process must be monitored by the Returning Officer, the candidates with the same number of votes and the principal.

- The Returning Officer should notify all parents the results of the election via mail after the results are available.
- The PTA must nominate the parent elected to the IMC as parent manager.

Calendar

Date	Details
Nomination period (Cir 1) From 18 Mar, 2021 (Thursday) to 26 Mar, 2021 (Friday) 4:00p.m.	A candidate must submit the application form to the school office in person or by the candidate's son. Be sure to take the "Confirmation Slip" after submission.
Introduction of Candidates (Cir 2) 30 Mar, 2021 (Tuesday)	Not less than 7 days before the election day, the Returning Officer should issue another letter to all parents listing the names of the candidates being nominated. The introductions of the candidates, such as statements candidates submitted in their application forms, may be included.
Election Period From 16 April, 2021 (Friday) to 21 April, 2021 (Wednesday) 8:00a.m to 5:00p.m	Parent Manager Election Day
Counting Session 21 April, 2021 (Wednesday) (5:30p.m.)	Counting of votes and announcing results: The principal, vice principals, Returning Officer and members of the PTA will conduct the counting of votes. Parents are welcomed to witness.
Results Announcement (Cir 3) 27 April, 2021 (Tuesday)	Announcing results: The results will be available on the PTA website. Notices will be distributed to all parents with the results of the election.
Confirmation the results to the IMC 3 May, 2021 (Monday) or before	The PTA will confirm the two parents elected as the parent manager and alternate parent manager to the IMC. The term will commence on 1 st September, 2021, and terminate on 31 st August, 2023.

Mr. Kwok Nine Wah
Chairperson of the 25th
SDBNSMSSPTA

Mr. Li Kin Man
Principal

Annex I: Application form & Brief Introductory Statement

Annex II: Education Ordinance Section 30 - Provisions relating to Election of Parent Managers

Annex III: Ethical Conduct Required in the Parent Manager Election

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Reply Slip

Arrangements of the 5th Parent Manager Election – Notice I

Please return the reply slip to the class teacher on or before 26 March, 2021 no matter you would like to stand for the election or not.

Dear Mr. Li and Mr. Kwok,

I, the parent/guardian of _____ (Name of Student) of
S. _____ (), have read and noted the arrangements of the 5th Parent Manager Election –
Notice I.

I would like to stand for the parent manager election of SDBNSMSS. (Please fill in Annex I)

would not like

Signature of Parent: _____

Name of Parent: _____

Contact no.: _____

Date: _____

Annex II: Education Ordinance Section 30 - Provisions relating to Election of Parent Managers

The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that —

- 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 —
 - (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.

Annex III: 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.