



YAN OI TONG  
Tin Ka Ping Secondary School

仁愛堂田家炳中學

Shan King Estate, Tuen Mun, N.5T., Hong Kong.

新界屯門山景邨

Tel:2466 5270

No. 19-20/09

6 September 2019

Dear Parents,

### Election of the Parent Manager to the Incorporated Management Committee

Starting from 2000, all aided schools in Hong Kong have to implement the School-based Management Initiative. Through the cooperation between teacher, parent and alumnus representatives, the formation of an Incorporated Management Committee and the collective decisions regarding school management and administration, an open and transparent school governance framework can be formed.

Under the Education Ordinance, every Incorporated Management Committee needs to have at least one parent manager. In view of this, the Parent-Teacher Association Executive Committee of our School has set up a mechanism for the election of the Parent Manager to the Incorporated Management Committee. The election will be held on 3 November 2019. During the PTA Annual General Meeting, one Parent Manager shall be elected to sit on the Incorporated Management Committee. Please complete the reply slip below and ask your children to return it to the form teacher by 27 September.

For guidelines on the election of the Parent Manager to the Incorporated Management Committee, please refer to the Constitution of the Parent-Teacher Association.

Yours faithfully,  
Executive Committee  
Parent-Teacher Association  
Yan Oi Tong Tin Ka Ping Secondary School

\*For details about the establishment of the Incorporated Management Committee, please visit the website of the Education Bureau: <http://www.edb.gov.hk>  
Education Bureau → Kindergarten, Primary and Secondary Education → Major Initiatives → School-based Management (SBM)

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Reply Slip (To be returned to form teacher by 27 September)

To: Executive Committee  
Parent-Teacher Association

\_\_\_\_ September 2019

I am aware of the matters related to the election of the Parent Manager to the Incorporated Management Committee and

**will** stand for the Election of the Parent Manager to the Incorporated Management Committee.

(Name: \_\_\_\_\_ Day Time Contact Number: \_\_\_\_\_)

**will not** stand for the Election of the Parent Manager to the Incorporated Management Committee.

Class: \_\_\_\_\_ Class No.: \_\_\_\_\_

Name of student : \_\_\_\_\_

Parent Signature: \_\_\_\_\_

No. 19-20/09



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敬啟者：

### 法團校董會家長校董選舉事宜

全港公營學校自 2000 年開始，逐步落實「校本管理」政策，透過教師、家長和校友代表加入法團校董會，參與學校的管理和決策事宜，有助建立一個公開、具透明度和多方共同參與的學校管理架構。

《教育條例》規定法團校董會須設最少一名家長校董。本校家長教師會常委會參考有關規定後，制定了家長參與本校法團校董會的選舉機制，並議決於 2019 年 11 月 3 日的會員大會當天，舉行「家長校董選舉大會」，選出一名家長代表，出任本校法團校董會成員。有興趣參選的家長，敬請於九月二十七日前填妥回條報名，並著 貴子弟交回班主任。

有關家長校董選舉指引，請閱背頁家長教師會會章。

此致  
各家長

仁愛堂田家炳中學  
家長教師會常務委員會 謹啟

二零一九年九月六日

\*有關設立“法團校董會”事宜，可瀏覽教育局網頁：<http://www.edb.gov.hk>  
“教育局” → “幼稚園、小學及中學教育” → “重點措施” → “校本管理” 欄目



回條 (27/9 前交回班主任)

敬覆者：本人知悉 貴校家長校董選舉事宜，並

會 參選法團校董會家長校董(家長姓名：\_\_\_\_\_日間聯絡電話：\_\_\_\_\_)

不會 參選法團校董會家長校董

此覆  
仁愛堂田家炳中學  
家長教師會常務委員會

班別：\_\_\_\_\_班號：\_\_\_\_\_

學生姓名：\_\_\_\_\_

家長簽署：\_\_\_\_\_

No. 19-20/09

二零一九年九月 日

## **Guidelines on the Election of the Parent Manager to the Incorporated Management Committee (extracted from the Constitution of the Parent-Teacher Association)**

- (IV) **Parent Manager:** This position is to be held by an Ordinary Member and elected by parents. He or she shall represent all parents to attend the Incorporated Management Committee meetings and take part in the management of the School. When there is a resignation, the PTA will hold another election to find a replacement.

### **Election of Parent Manager:**

- (1) **Qualifications:** The candidates must be the parents of the students in our School. Parent refers to the father, mother, guardian or a person who has the actual custody of the pupil.
- (2) **Number and term of office:** There is one Parent Manager and one Alternative Parent Manager. The term of office is two years, from the date of election in the election year to 31<sup>st</sup> August of the following year. PTA should hold an election between September and November in the year in which the Parent Manager's term of office ends and register the elected Parent Manager with the Incorporated Management Committee.
- (3) **Nomination procedures and deadline:** Each parent can nominate himself/herself or another qualified person to stand for election. The Election Officer shall be responsible for matters related to nomination, voting and the counting of votes. The member of this committee can elect among themselves or appoint one teacher for the post of Election Officer. However, the Election Officer cannot be the candidate for the Parent Manager. The Parent Manager shall send and distribute the election forms to the parents 30 days before the Parent Manager Election Day of the election year. The candidate shall obtain the nomination of at least 20 parents and send the completed election form 15 days before the Parent Manager Election Day.
- (4) **Candidate's information:** The candidates nominated shall provide an introduction of themselves and the number of words shall comply with the requirement. The introductions shall be sent to the Election Officer 15 days before the Parent Manager Election Day. The Election Officer shall then send a letter specifying the candidates' self-introductions and the date of the Parent Manager Election Day not less than 7 days before the Election Day.
- (5) **Voter qualification:** All existing students are qualified to vote. For the school staff who are also the parents of the existing students, they are qualified to vote. No matter how many of their children are studying in this School, the parent can only cast one vote.
- (6) **Method of voting:** The election of the Parent Manager will be held on the Parent Manager Election Day which is organised by our School's PTA. The parents of all students are eligible to attend. Parents should vote in person on the Election Day and the election will be in secret ballot. The candidate who obtains the highest number of votes will be registered as the Parent Manager and the one who obtains the second highest number will be registered as the Alternative Parent Manager. If the two top candidates have the same number of votes, the decision will be made by a draw.
- (7) **Announcement of election results:** Election results will be announced after the votes are counted on the Election Day. The Election Officer shall through the School send a letter to all parents notifying them of the election results.
- (8) **Filling of vacancies:** If the children of the Parent Manager withdraw from studies during the School Year, the term of office may be extended to the end of the term of office or the end of the School Year (whichever is earlier). If the Parent Manager resigns during the term of office, the PTA will hold another election within three months in order to fill that vacancy. The term of office of the Parent Manager shall be the time left by the previous Parent Manager.

## 家長校董選舉指引（節錄仁愛堂田家炳中學家長教師會會章）

- (四) 家長校董：由普通會員擔任，代表家長出席校董會，參與管理學校，由本校學生家長選出。遇有家長校董離職，由本會補選空缺。

### 家長校董選舉：

- (1) 候選人資格：所有學校現有學生的家長，都有資格成為候選人。家長是指學生的父母、監護人及實際管養該學生的人。
- (2) 人數和任期：須選出家長校董及替代家長校董各1人。任期為兩年，在選舉年的選舉日起至選舉第二週年的八月三十一日止。本會應該在家長校董任期屆滿當年的九月至十一月期間舉行選舉，並向法團校董會提名獲選的家長註冊為家長校董。家長校董選舉可以（但非規限）與常務委員選舉同步進行。
- (3) 提名程序及期限：每名家長最多可提名一/兩位及可和議兩位合資格候選人（可包括其本人）參選，每名被提名之合資格候選人必須同時獲得19名和議人和議，提名人及和議人必須是現有學生之家長，始可獲選舉主任接納為候選人。有關選舉工作，包括監察有關提名、投票及點票，由一名選舉主任負責。選舉主任可由本會常務委員會派一名常務委員或學校現職教師擔任，但選舉主任本身不可以是家長校董的候選人。選舉主任於選舉年的「家長校董選舉大會」前卅天，將參選表格郵寄或分發各家長。參選表格必須於「家長校董選舉大會」十五天前寄交選舉主任。
- (4) 候選人資料：獲提名的候選人須向選舉主任提供有關其個人資料的簡介，字數須符合本會的規定，並須將候選人資料簡介於「家長校董選舉大會」十五天前寄交選舉主任。選舉主任須於選舉日之前不少於7天，向所有家長另行發信，列出獲提名候選人的資料簡介及「家長校董選舉大會」的選舉安排和時間表。
- (5) 投票人資格：現有學生的家長均符合投票資格。學校教職員同時是現有學生的家長，也有投票權。所有合資格投票的人士都享有同等的投票權。本校學生家長不論其就讀本校子女的數目，只可投一票。
- (6) 投票方法：選舉家長校董投票過程於「家長校董選舉大會」進行，「家長校董選舉大會」由本會籌辦，所有學生家長均可出席。家長須於大會當天親自投票，投票以不記名方式進行。獲得最多選票的候選人，將獲本會提名註冊為家長校董，而獲得第二最多選票的候選人，將獲本會提名註冊為「替代家長校董」。若候選人得票相同，會以抽籤決定。
- (7) 公布結果：選舉結果會於「家長校董選舉大會」點算選票後公布，選舉主任同時可透過學校致函所有學生家長，公布選舉結果。
- (8) 填補臨時空缺：若家長校董的子女在學年中離開學校，該校董的任期可持續至任期屆滿或該學年終結為止，兩者以較早者為準。如家長校董在任期內離任，出現空缺，本會須以同樣方式在三個月內進行補選，填補有關的空缺，補選校董的任期為該屆校董的餘下任期。



