



YAN OI TONG
Tin Ka Ping Secondary School

仁愛堂田家炳中學

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

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No. 23-24/08

8 September 2023

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 26 November 2023(Sunday). 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 25 October.

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>

School Administration and Management → School-based Management → School-based Management and School-based Management Governance Framework

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Reply Slip (To be returned to form teacher by 25 October)

To: Executive Committee
Parent-Teacher Association

_____ September 2023

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.

(Day Time Contact Number: _____. *The School Office will contact you later.*)

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

Class: _____ Class No.: _____

Name of student : _____

Parent Signature: _____

No. 23-24/08

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 31st 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 parent of the 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.

