



12th October, 2021

Dear Parents / Guardians,

The Incorporated Management Committee - Nominations of Parent Manager Candidates

The appointment of the existing parent-manager will be expired. According to the Education Ordinance, a parent manager and an alternate parent manager have to be elected by the Parent-Teacher Association which is recognized by the Incorporated Management Committee (IMC). I am elected by our school as the Electoral Officer. I am sincerely inviting you to participate in this election. Main points of the election are as follows and please kindly pay attention:

- (1) No. of Parent-Manager Vacancies: 2 (a parent-manager and an alternate parent manager)
- (2) Candidature: Please refer to Appendix 1.
- (3) Terms of Appointment: 2 years.
- (4) Duties of Parent-Manager: The duties of the parent manager and the alternate parent manager are to represent all parents of our school’s students to join the IMC to fulfill the duties of a manager, to participate in the making of our School’s long term and short term goals, to set the priorities of the development items, to formulate policies for our School’s courses, finance and school, etc.
- (5) Deadline of Nomination: From 2021 October 12th to 2021 October 19th.
- (6) Methods of Nomination: Each parent can nominate oneself or other candidate who is qualified. Each parent can nominate one candidate only, with at least one seconder. A seconder must be the parent of the existing student of our school. Please submit the nomination form (Appendix 3), before the deadline of nomination, to the class teachers or send it to the Electoral Officer of the Parent-Teacher Association of our School via mail. (Address: Lock Tao Secondary School, Mei Lam Estate, Tai Wai, Shatin)

Thank you for your attention. Please kindly return the reply slip.

Yours faithfully,

Electoral Officer of Parent Manager of the
IMC of Lock Tao Secondary School
(Vice-principal Chong Shu Wing)

- Appendix 1: *Candidature of parent manager candidates*
- Appendix 2: *Ethical Conduct Required in the Parent Manager Election*
- Appendix 3: *Parent Manager Nomination Form*

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To : Electoral Officer of Parent Manager of the
IMC of Lock Tao Secondary School

Reference No. : 048/21-22

The Incorporated Management Committee - Nominations of Parent Manager Candidates

I am the parent/guardian of _____ (Name) of Class _____ (Class No.: ____).
I acknowledge that I have read and understood the contents of the matter regarding “The Incorporated Management Committee - Nominations of Parent Manager Candidates”.

Name of parent / guardian : _____

Signature of parent / guardian : _____

Date : _____



Education Ordinance
Provisions relating to Election of Parent Managers

9.1 The Candidature

9.1.1 All parents of current pupils of the school are eligible to become candidates. Parents in relation to a pupil include 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.

9.1.2 A parent should not be nominated as a parent / alternate parent manager if

- (1) he / she is a serving teacher of the school.
- (2) candidates cannot meet the registration requirements of managers set out in section 30 of the Ordinance.
- (3) he / she has already served as a parent manager for more than two consecutive terms.

9.1.3 As stipulated in the Ordinance, no manager shall serve in an IMC in more than one capacity, for example, 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.

Provisions relating to Election of Parent Managers

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 –<ol 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 more schools.



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



樂道中學

LOCK TAO SECONDARY SCHOOL

Reference No. : 048/21-22 Appendix 3

Parent Manager Nomination Form

I nominate the following parent to be Candidate of the parent Manager ◦

	Parent's information	Student's information	
	Name (Family name, Given name)	Student's Name	Class
Name of Candidate			
Secunder (1)			
Secunder (2)			
Secunder (3)			
Secunder (4)			
Secunder (5)			

Name of parent / guardian : _____

Signature of parent / guardian : _____

Date : _____