

True Light Girls' College
Rules and Guidelines for Parent Manager Election

The election of both parent manager and alternate parent manager (“the election”) in the Incorporated Management Committee (“the IMC”) of True Light Girls' College (“the school”) should follow the election guideline and procedure below.

The Candidature

1. All parents of current students of the School are eligible to become candidates. Parents in relation to a student include a guardian of the student and a person who is not the parent or guardian of the student but has the actual custody of the student.
2. A parent should not be nominated in the event of the following situations –
 - (i) He / She is a serving teacher of the School; or
 - (ii) He / She does not meet the registration requirements of managers set out in Section 30 of the Education Ordinance; or
3. 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.

Number and Tenure

4. As specified in the IMC constitution, there is one parent manager and one alternate parent manager in an IMC. The term of office of the parent managers shall be two years. The recognized parent-teacher association (“the RPTA”) should nominate the elected parents for registration as a parent manager and an alternative parent manager.

Nomination Procedures

Returning Officer

5. The RPTA should assign a person, who may be elected amongst the office-bearers of the RPTA or a teacher appointed by the school, to serve as the Returning Officer. The Returning Officer should oversee the different aspects of work including making of nominations, issuance of ballot papers and counting of votes, but he / she must not be a candidate for the parent manager election.

Period of Nomination

6. The period of nomination shall expire at least 14 days from the date of commencement of the nomination.

Nomination

7. The Returning Officer shall issue a letter enclosing a nomination form and informing all parents of the matters in relation to the Election including of the number of parent manager vacancies, the period of nomination, method of nomination, date of voting, counting of votes and announcement of results and other relevant information. At the same time, the Returning Officer shall inform all

parents of the eligibility of candidates and responsibilities of a school manager. A parent may nominate oneself or another eligible candidate to stand for the election.

8. If the number of candidates equal to or less than the number of vacancies, the candidates will be automatically elected. If no one stands for candidature in the election, the RPTA may consider extending the deadline of nomination or conducting the election again after a lapse of some time. The election procedures should cater for such occasions and special arrangements should be made according to the principle of fairness and transparency.

Candidates' Information

9. Each nominated candidate should supply a brief introductory statement of his / her personal information to the Returning Officer within 100 words as specified by the RPTA and should be required to declare whether he / she meets the registration requirements of managers set out in Section 30 of the Education Ordinance. This helps parent to decide whether he / she is suitable to be an eligible candidate.
10. The Returning Officer should, not less than seven (7) days before the day of voting, issue a letter to all parents notify the names of the candidates being nominated and the brief introductory statements of the candidates, including their declarations. The letter should also explain the procedures and the time-table of the election.

Electors' Eligibility

11. All parents of current students of the School are eligible to vote. A teacher of the School who is the parent of a current student of the School also has the right to vote. All eligible electors have equal voting right. Every parent should vote individually and should have only one vote irrespective of the number of children the parent has at the school. A ballot paper may be given to the guardian of the student or the person who has the actual custody of the student if such a request is received and school's verification is obtained.

Election Procedures

Date of Voting

12. The period between the date of voting for parent manager election and the deadline of nomination should at least be two weeks.

Voting method

13. The voting should be conducted by secret ballot, i.e. electors are not allowed to put down their names or any other marks of identification on the ballot paper and should not let the other electors see whom they have voted for.
14. A ballot box shall be made available for the election. It should be locked and the key should be kept by the Returning Officer. The Returning Officer shall inform all parents of the voting arrangements in advance.

Counting of votes

15. The Returning Officer should invite all parents, candidates, and / or the principal to witness the counting of votes.
16. The chairperson of RPTA, the Returning Officer and / or the principal shall be present to witness the counting. During the time of counting the votes, the Returning Officer must make sure that all ballot papers have been poured out from the ballot box before counting starts. Under the following circumstances, the ballot paper will be declared invalid:
 - (i) the number of candidates being voted on the ballot paper exceeds the number of vacancy for that election;
 - (ii) the ballot paper has not been marked properly; or
 - (iii) the ballot paper is marked in such a way that the identity of the elector can be traced.
17. If there is only one parent manager vacancy and one alternate parent manager vacancy, 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 there are more than one vacancy of parent manager, the successful candidates are the ones who obtain the greatest number of votes, then the next greatest and so on until all vacancies are filled. When two or more candidates obtain the same number of votes, lots shall be drawn to determine the successful candidate.
18. After the election, the Returning Officer should put all the cast ballot papers in an envelope, which will then be signed and sealed by him / her and the chairperson of the RPTA. The envelope and the cast ballot papers should be kept by the RPTA for at least six months as they might be needed for investigation purposes in case of allegations against voting irregularity.

Announcing Results

19. Unsuccessful candidate may, within one week of the announcement of results, appeal to the RPTA in writing together with the reasons. The RPTA should stipulate in its election details the appeal mechanism for the election of parent managers and ensure that the mechanism is fair and transparent.
20. The Returning Officer should inform all parents of the results of the election.

Follow-up Action after Election

21. The RPTA shall nominate the parent(s) elected as the parent manager and alternate parent manager of the school, and notify the IMC of the result of the parent manager election.

Filling of Vacancies

22. If a parent manager whose child is no longer a current student of the school during his / her term of office, he / she shall continue to be the manager until the term of office expires or the end of the school year, whichever is the earlier.
23. If a parent manager vacancy arises out of either the expiry of term of office or resignation tendered

by the manager during the term of office, the RPTA shall conduct an election and make nomination of parent managers to fill the vacancy within three months. If the RPTA cannot make such nomination accordingly, the IMC may apply on good grounds to the Permanent Secretary for extension of the period for filling the vacancy.

Points to Note

24. The election of the parent managers and office-bearer(s) of the RPTA may be conducted concurrently to elect the parent managers and office-bearer(s) of the PTA respectively. However, the RPTA shall pay heed to electors' eligibility in the two elections and make appropriate arrangements in the voting procedures to prevent electors from confusing the candidates for the two elections.
25. Parents, being candidates and voters in the parent manager election, should note the ethical conduct listed at Annex I to ensure fairness in the election process.

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.