



Hong Kong St. Louis School Parents-Teachers Association

Circular No. 10 (23-24)

28th May, 2024

Dear Parents,

Parent Manager Election of The Incorporated Management Committee (IMC) of St. Louis School

Hong Kong St. Louis School Parents-Teachers Association (PTA) is conducting the election of parent manager in accordance to its constitution. I, Yau Wai Yin, was nominated as the returning officer by the Executive Committee of the PTA on 28th February, 2024. Details of the election of the parent manager, in accordance with the constitution and relevant procedures, are as follows:

- (1) Candidature and responsibilities of a school manager: Please refer to Appendix 1.
- (2) Vacancy: One Parent Manager and one Alternate Parent Manger
- (3) Term of Office: From the registration date (not earlier that 1st September, 2024) until 31st August, 2026
- (4) Nomination Procedure: Only parents (father, mother, guardian, actual custody of the student) of currently enrolled students could be candidates. Each parent can nominate him/herself or propose one other eligible candidate to run in this election. To become an eligible candidate, parents must be endorsed by three other seconders, who should be parents of currently enrolled students. Please fill in the attached form and return it to me via the School Office on or before the nomination deadline.
- (5) Disclosure of Candidate Information: Each nominated candidate should write a brief 80-to-100-word personal statement. I will then announce and post the names of nominees and their introductory statements to all parents through a letter and posting on the school eClass platform.
- (6) Nomination Deadline: 2:00 p.m., 5th June, 2024 (Wednesday)
- (7) Voter's eligibility: All parents of currently enrolled students of the school are eligible 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. We will base on the school parents information record to verify the parents' identity on the voting day. In case there is a change of the parents' information, please update it and return to the Class Teacher before the nomination deadline.
- (8) Date of Voting: 22nd June, 2024 (Saturday) 1:00 p.m. - 3:00 p.m.
- (9) Voting Method: Parents are requested to collect and vote in person in secret ballot. During the pandemic, all voter should comply with the Vaccine Pass Requirement when entering the polling place.
- (10) Counting Date and time: 3:30 p.m. , 22nd June, 2024 (Saturday)
- (11) Announcement of Result: on or before 26th June, 2024 (Wednesday)

Please submit the following reply slip through eClass system on or before 3rd June, 2024(Monday). Parents who wish to run for the election should fill in and submit the attached Brief Statement and Nomination Form to Ms Ico Yuen of School Office on or before 2:00 p.m., 5th June, 2024(Wednesday). Details of Parent Manager Election, such as PTA Constitution, Election Constitution and related documents, have been uploaded to PTA's website <https://eclass.stlouis.edu.hk/~pta/index.html> .

Mr. Yau Wai Yin
Returning Officer, Parent Manger Election for the IMC of St. Louis School

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Reply slip
PTA Circular No. 10 (23-24)
Parent Manager Election of The Incorporated Management Committee of St. Louis School

Dear Mr Yau,

As parent of _____ of Class _____ (No. _____), I acknowledge receipt of the circular no. 10 (23-24), I ***wish/do not wish** to run for parent manager.

Please update my information as stated (if applicable):

1. _____ (is ***father/mother/guardian/ actual custody** of the student)
2. _____ (is ***father/mother/guardian/ actual custody** of the student)

Signature of Parent : _____

Name of Parent : _____

Date : _____

* Please delete as appropriate.

✂ Please return this reply slip through eClass system on or before 3rd June, 2024 ✂



Hong Kong St. Louis School Parents-Teachers Association

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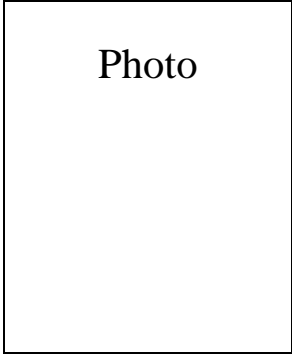
Name of Candidate: _____

Gender: _____ Occupation: _____

Contact Tel No.: _____ Email: _____

Name of student studying at St. Louis School:

Name: _____ Class: _____



Background:

Qualifications: _____

Working experiences: _____

Aspiration:

Declaration:

I declare that I am not violating the grounds for refusal to register as a parent manager by the Permanent Secretary set f
I agree the above personal information will be send to all the Parents through letter and eClass platform.

Parent Manager Election of IMC of St. Louis School

Nomination Form

	Name of Parent	Signature of Parent	Name of Student	Class	No.
Nominator					
Seconder					
Seconder					
Seconder					

※ Please return this brief statement to Ms Ico Yuen of School Office on or before 2:00 p.m., 5th June, 2024 ※



Candidature and Responsibilities of a School Manager

Candidature:

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.
2. According to section 40AO(5)(b), a parent should not be nominated as a parent / alternate parent manager if he / she is a serving teacher of the school. Candidates should also note the registration requirements of managers set out in section 30 of the Ordinance.
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.
4. The applicant cannot become a candidate if the applicant is under the age of 18 years; the applicant has attained the age of 70 years and he/she fails to produce a valid medical certificate certifying that he/she is physically fit to perform the functions of a manager; the applicant has previously been convicted of a criminal offence punishable with imprisonment; or the applicant has been registered as a manager of 5 or more schools.

Responsibilities of a school manager:

1. All members of the IMC shall share the same vision and mission of the School. They shall strive to uphold and carry out their duties in accordance with such vision and mission and shall not, in the opinion of the School Sponsoring Body (SSB), act contrary to the vision and mission of the School in their capacity as members of the IMC.
2. All members of the IMC shall be absolutely bound by the Constitution and any amendment(s) made thereto in accordance with the procedure.
3. Every Manager shall, upon taking office, signify in writing his agreement with the vision and mission of the School and undertake to faithfully observe and comply with the same.
4. A Manager of any category shall act in his personal capacity for the interests and benefits of the School and the pupils of the School.
5. The Managers as a whole shall be responsible for –
 - (a) ensuring that the vision and mission of the School is upheld and carried out;
 - (b) developing and formulating the educational management policies of the School in accordance with the directives given by the SSB;
 - (c) overseeing the planning and budgetary processes, monitoring the performance of the School, ensuring the accountability of school management and strengthening the community network; and
 - (d) holding themselves accountable to the SSB on the performance of the School and reporting regularly on the School's performance.
6. Every Manager as a member of the IMC, shall have the following obligations –
 - (a) to observe and comply with the vision and mission of the School;
 - (b) to attend meetings of the IMC;
 - (c) to observe and obey all resolutions passed by the IMC;
 - (d) to assist the IMC in the implementation of its objects in the promotion of the affairs of the School;
 - (e) to promote communication and co-operation between the IMC and the body that nominated him for registration as a Manager; and
 - (f) to observe and comply with such codes of ethics and practice, and general educational policies and principles as may be set from time to time by the SSB in accordance with the vision and mission of the School.



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Appendix 2

Education Ordinance Provisions relating to Election of Parent Managers

Section	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; <ul style="list-style-type: none"> ● 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 — <ul 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.
40AL	<ul style="list-style-type: none"> ● For an IMC school with a recognised PTA, at least one parent manager shall be provided. ● If the school is a bi-sessional school, and a PTA is recognised for each session separately, at least one parent manager shall be provided for each session. ● If there is only one parent manager for a school, one alternate parent manager shall be provided. If the school is a bi-sessional school, and there is only one parent manager for each session, one alternate parent manager shall be provided for each session separately.
40AO	<ul style="list-style-type: none"> ● The IMC may recognise one body of persons as recognised PTA, but its constitution shall specify only the following persons — <ul style="list-style-type: none"> (i) parents of current students of the school; or (ii) serving teachers^{Note 2} of the school may become office-bearers of the body. ● Parent manager election and alternate parent manager election shall be conducted by the recognised PTA. ● A recognised PTA may nominate such number of persons for registration as parent manager or alternate parent manager of the school as may be provided for in the constitution of the IMC of the school. ● The system of election shall be fair and transparent. ● A candidate must be a parent of a current student of the school. ● A candidate must not be a teacher of the school. ● In the election, all parents have equal voting right and right of candidature. ● The voting for the election shall be conducted by secret ballot.
40AS	<ul style="list-style-type: none"> ● A parent manager and an alternate parent manager shall be elected in the same manner for nomination for registration as a manager.
40AU	<ul style="list-style-type: none"> ● The person who fills the vacancy of parent manager shall be nominated for registration as a manager in the same manner as the manager who ceased to hold the office concerned.
40AV	<ul style="list-style-type: none"> ● If a parent manager ceases to be a parent of a current student of the school, his term of office as a manager shall continue until its expiry or the end of the school year, whichever is the earlier.
40AX	<ul style="list-style-type: none"> ● On the ground that a manager is not suitable to continue to hold office, the recognised PTA of a school may pass a resolution, in a manner which is similar to the manner in which the manager concerned is elected, and make a written request to the IMC to cancel the registration of the manager. The IMC shall, upon receiving the request, issue a notice in writing to the Permanent Secretary as regards the cancellation of the registration of the parent manager.

Note 2: The definition of “teachers” shall follow the stipulations at Section 40AB. For special schools, the definition of “teachers” in this aspect does not include the “specialist staff” of the school.



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 organization 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.