

**The Incorporated Management Committee of Ying Wa Girls' School**  
**Parent Manager Election**

**The Principles**

1. According to the Education Ordinance, the election of parent managers should be conducted by a parent-teacher association recognised by the Incorporated Management Committee of the school. In the case of Ying Wa Girls' School (YWGS), the Parent-Teacher Association of Ying Wa Girls' School is the recognised body to hold such election.
2. The offices of the Parent Manager and Alternate Parent Manager shall be assumed by the persons elected in accordance with the Constitution of the Incorporated Management Committee of YWGS (the Constitution) and the relevant provisions of the Education Bureau.
3. Each Parent Manager and Alternate Parent Manager elected must satisfy the requirements for registration as stipulated in the Education Ordinance.

**The Procedures**

**1. Candidature and Tenure**

- 1.1 The Parent-Teacher Association of YWGS (the PTA) shall elect one Parent Manager and one Alternate Parent Manager to the Incorporated Management Committee of Ying Wa Girls' School (the IMC) every two years.
- 1.2 The Parent Manager and Alternate Parent Manager must attend IMC meetings. The Parent Manager is entitled to vote in IMC meetings and the Alternate Parent Manager is only entitled to vote in the absence of the Parent Manager.
- 1.3 All parents of current pupils of YWGS are eligible to become candidates, except if he/she is a serving teaching of the school, or does not satisfy the requirements for registration as stipulated in the Education Ordinance.
- 1.4 The parent managers must be elected to assume the offices in an election conducted by the PTA. Neither the chairman nor any members of the Executive Committee of the PTA (the PTA-Exco) shall have the right to assume such offices uncontested.
- 1.5 To avoid conflict of interests and to ensure that the chairman will focus on the affairs of the PTA, while the Parent Manager and Alternate Parent Manager may be elected to the PTA-Exco, he/she must not assume the office of chairman of the PTA-Exco. Similarly, if the chairman of the PTA-Exco is elected to be a Parent Manager, he/she must resign from the office of the chairman, but may take up another office in the PTA-Exco.
- 1.6 The tenure of office of a Parent Manager and an Alternate Parent Manager is two years (less than two years for the first term). If a Parent Manager ceases to be a parent of a current student of YWGS in a school year, his/her tenure of office as a Manager shall continue until its expiry or the end of the school year, whichever is the earlier.
- 1.7 If the tenure of office of a Parent Manager ends prematurely, the procedure to fill the vacancy should comply with the provisions of the Constitution. Generally speaking, if a Parent Manager resigns from office before the expiry of his/her term, the PTA should hold an election to fill the vacancy, and such vacancy should not be automatically succeeded by the Alternate Manager.

## **2. Nomination and Election**

- 2.1 The election is held each year between September and November (except for the first term).
- 2.2 The PTA-Exco will appoint a Returning Officer to head up a team responsible for the election arrangements. The Returning Officer must not be a candidate for the election. The working team will comprise members nominated and appointed by the PTA-Exco.
- 2.3 The Returning Officer is responsible for the announcement of the election details (election method, nomination period and voting date). In general, nomination will last for two weeks around the middle of September (except for the first term). The date of voting should at least be 14 days after the end of nomination. The brief introductory statements of each candidate should be issued to all voters no less than 7 days before the election day.
- 2.4 A parent may nominate oneself or another eligible candidate to stand for the election. Each parent may nominate no more than 2 candidates, and each nomination should be seconded by 4 parents. Qualified parents may second more than one nomination.
- 2.5 Parents standing for the election may return the completed nomination forms to the school in person or via their children.
- 2.6 A poll will be conducted if there are more than two nominations.
- 2.7 If the number of nominations received is less than two, the PTA may consider extending the deadline of nomination or conducting the election again after a lapse of some time.

## **3. Voting Method**

- 3.1 All parents of current students of YWGS are eligible to vote. A teacher of the school who is the parent of a current pupil of the school is also entitled to vote.
- 3.2 Every eligible voter has equal voting right. Every parent shall vote individually and shall have only one vote irrespective of the number of children he/she has at the school. Both parents (father and mother) of a student shall have the right to vote. On request, and upon verification by the school, a person who is the guardian or the person who has the actual custody of the student may be given the ballot paper to vote. The poll should be conducted by secret ballot (ie. no name or any form of identification of the voter is allowed on the ballot paper).
- 3.3 On the poll day, the parents may cast their votes in person at the school or allow their children to return their ballot papers.
- 3.4 The vote counting session will be held immediately after the closing of the poll. The Returning Officer, the Principal of YWGS (the Principal) and a representative of the PTA will attend and witness the counting of votes.
- 3.5 The candidate 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.
- 3.6 When two or more candidates obtain the same number of votes, the result will be determined by drawing of lots under the supervision of the Returning Officer and the Principal.

#### **4. Announcement of Results and Appeal Mechanism**

- 4.1 The Returning Officer should, within 3 days of the closing of the election, issue a letter to all candidates informing them of the election results. An unsuccessful candidate should, within 7 days of the announcement, reply in writing to indicate whether or not he/she will lodge an appeal against the results. An appellant should specify in his/her reply the reasons for the appeal and the request of treatment. He/she should also contact the Returning Officer with respect to the appeal in a timely manner. .
- 4.2 The Returning Officer should form an Appeal Committee consisting of the Returning Officer, two IMC Managers (appointed by the IMC) and two parents (appointed by the PTA-Exco) to hold a meeting to review and decide by voting on the appeal and the method of treatment.
- 4.3 The Returning Officer should within 14 days inform the appellant the result of his/her appeal. If an election is to be conducted again, the Returning Officer should promptly report to the PTA-Exco and issue a letter to inform all parents of the details of the re-election.

#### **5. Removal Mechanism**

- 5.1 If a Parent Manager is considered no longer suitable or adequate to assume the office, the removal of him/her from the office must be done by way of passing a resolution in a PTA-Exco meeting convened in accordance with the required procedures. The proposal to remove a Parent Manager must be jointly made by not less than 30 parents to the PTA-Exco.
- 5.2 Within 3 weeks after it receives the removal proposal from parents, the PTA-Exco must call an Extraordinary General Meeting (EGM).
- 5.3 The quorum of the EGM should be 80. No proxy vote is allowed.
- 5.4 If the proposal to remove the Parent Manager is passed by a simple majority present at the EGM, the PTA shall recommend to the Chairman of the IMC to remove the person from the office of Parent Manager.
- 5.5 In the event that the Parent Manager is removed from office, the PTA-Exco should conduct an election as soon as possible to nominate a replacement to assume the remaining tenure of office.