



《聖嘉勒女書院法團校董會家長校董選舉程序及候選人提名》

敬啟者：

聖嘉勒女書院法團校董會家長校董之任期將於本學年屆滿，根據《教育條例》，本會須再選舉家長校董進入本校之法團校董會。按教育條例及學校法團校董會章程，法團校董會的組成必須包括一名家長校董及一名替代家長校董，兩者均經選舉產生。

經過諮詢家長意見後，本會將展開家長校董的選舉程序，現將選舉詳情臚列如下，歡迎家長自薦或提名其他家長參選成為家長校董候選人。

1. 候選人資格

「學校」現屆學生的家長、監護人及實際管養該學生的人，皆有資格參選。詳情請參閱附件。

2. 校董人數和任期

2.1 人數：一名家長校董(得票最多者出任)及一名替代家長校董(得票次多者出任)。

2.2 任期：由註冊為校董當日起計任期兩年。

3. 提名程序

3.1 家長可於本通告回條填寫意向，若有意參選，請填寫不多於200字的個人簡介，並將表格由學生或本人親身於提名期內交回學校校務處。

3.2 家長校董提名期限由 09/03/2015至23/3/2015。

3.3 「選舉委員會」將於選舉日之前不少於七天，向所有家長發信公佈候選人名單，並隨信附上由候選人提供的個人資料簡介。

4. 投票人資格

所有現屆學生的家長均符合投票資格。每位學生將獲分發兩張選票(父母各一)。學校教師若是現屆學生的家長亦有投票權。不論有多少名女兒就讀本校，每名家長只可投一票，並須以個人身分投票。

如對選舉家長校董事宜有任何查詢，請致電學校(28171764)與林安琪老師聯絡。

聖嘉勒女書院家長教師會會長
李明傑謹啟

二零一五年三月九日



9 March 2015

Dear Parents,

**Procedures and Nomination for Parent Manager Election
of the Incorporated Management Committee (IMC)**

Please be advised that the term of the Parent Manager of the IMC will expire in this school year. According to the Education Ordinance (the Ordinance), the PTA is required to elect **One Parent Manager** and **One Alternate Parent Manager** to join the IMC.

After the consultation on the procedures of Parent Manager Election of the IMC, the election is now in progress. The procedure details are shown as follows. Parent members are welcome to nominate oneself or another eligible candidate.

1. The Candidature

According to the IMC constitution, it refers to parents in relation to a pupil or a guardian of the pupil or a person who is not the parent or guardian of the pupil but has the actual custody of the pupil. (may refer to annex)

2. Number and Tenure of Parent Manager

- 2.1 There is ONE Parent Manager (who obtains the greatest number of votes) and an Alternate Parent Manager (who obtains the next greatest number of votes) in an IMC.
- 2.2 The term of office of a Parent Manager and an Alternate Parent Manager is two years starting from the registration.

3. Nomination Procedures

- 3.1 Each parent member may complete the attached reply slip and hand it to the school office in person or by student. Each nominated candidate should supply a brief statement of his / her personal information within 200 words.
- 3.2 The period of nomination starts from **09/03/2015 to 23/03/2015**.
- 3.3 The names of the candidates being nominated and the brief introductory statements of the candidates should be notified not less than 7 days before the election day.

4. Electors' Eligibility

All parents of current pupils of the school are eligible to vote. The election committee may give pupils two ballot papers each for their parents to vote. A teacher of the school who is the parent of a current pupil of the school also has the right to vote. All eligible electors have equal voting right. Every elector should vote individually and should have only one vote irrespective of the number of children the parent has at the school.

Should you have any enquiries, please contact Ms. OK Lam at school (28171764).

Thank you for your attention.

Yours sincerely,
LI Ming Kit
Chairman of Parent-Teacher Association



回 條

敬覆者：接奉來函，敬悉有關《聖嘉勒女書院法團校董會家長校董選舉程序及候選人提名》一事，本人 (請於□加上✓號)

無意

有意

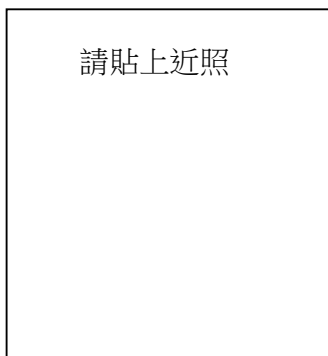
參加家長校董選舉，成為校董或替代校董參選人。

提名方式 (請於□加上✓號)

1. 自我提名

2. 提名人：_____ 女兒姓名：_____ 班別：_____ ()

參選人個人簡介 (下列資料只作為選舉用途，將會公開以供投票人參考)



請貼上近照

家長姓名：_____ 簽署：_____

女兒姓名：_____ 班別：_____ ()

聯絡電話：_____

電郵地址：_____

此覆

聖嘉勒女書院家長教師會會長

二零一五年三月九日

※參選者或提名人填妥表格後請於二零一五年三月二十三日交回學校



附件一

《教育條例》

有關家長校董選舉的規定

規定	內容
30	<p>如常任秘書長覺得有以下情況，可拒絕申請人註冊為某間學校的校董：</p> <ul style="list-style-type: none">• 申請人每年最少有 9 個月不在香港居住；• 申請人並非出任校董的適合及適當人選；• 申請人的准用教員許可證以前曾被取消；• 申請人未滿 18 歲；• 申請人年滿 70 歲而無法出示有效的醫生證明書，以證明他在健康方面適合執行校董的職能；• 申請人未滿 70 歲，而他在常任秘書長提出要求後，無法出示有效的醫生證明書，以證明他在健康方面適合執行校董的職能；• 申請人在提出以下任何申請時，即一<ul style="list-style-type: none">(i) 學校註冊；(ii) 註冊為校董或教員；或(iii) 僱用校內准用教員， <p>或在與該等申請有關的事項中，作出虛假的陳述或提供虛假的資料，或因在要項上有所遺漏而屬虛假；</p> <ul style="list-style-type: none">• 申請人是《破產條例》(第 6 章)所指的破產人，或已根據該條例訂立自願安排；• 申請人曾在香港或其他地方被裁定已犯可判監禁的刑事罪行；或• 申請人已註冊為五間或以上的學校校董。
40AL	<ul style="list-style-type: none">• 設有「法團校董會」及一個認可的家教會的學校，須設有最少一名家長校董。• 如學校只設有一名家長校董，須設有一名替代家長校董。
40AO	<ul style="list-style-type: none">• 「法團校董會」可承認一個團體為認可的家教會，惟其章程必須列明只有下述的人士方可出任該團體的幹事：<ul style="list-style-type: none">(i) 該校的現有學生家長；或(ii) 該校的現職教員。• 家長校董及替代家長校董選舉須由該校的認可家長教師會舉行。• 認可家教會可提名有關學校的「法團校董會」的章程所規定數目的人士，註冊為該校的家長校董或替代家長校董。• 選舉制度須是公平而開放透明的。• 候選人必須為現有學生的家長。• 候選人不得是該校的教員。• 在該選舉中，所有家長須擁有均等的投票權及參選權。• 該選舉須以不記名方式進行投票。
40AS	<ul style="list-style-type: none">• 家長校董及替代家長校董須以相同方式選出供提名以註冊為校董。
40AU	<ul style="list-style-type: none">• 填補家長校董空缺人士的提名方式必須與停止擔任有關職位的校董的提名方式相同。
40AV	<ul style="list-style-type: none">• 如家長校董不再是該校現有學生的家長，他的校董任期將持續至任期屆滿或該學年終結為止，兩者以較早者為準。
40AX	<ul style="list-style-type: none">• 如學校的認可家教會認為某家長校董不適宜繼續擔任校董，可用類似選出該校董的方式通過決議，向「法團校董會」提出書面要求，取消該家長校董的註冊。當接獲有關要求後，「法團校董會」須向常任秘書長發出書面通知，要求取消該名家長校董的註冊。



附件二

家長校董選舉中須留意的道德操守

作為相關界別的校董選舉的候選人及投票人，學校的教員、家長及校友在有關的選舉中應留意下列事項，以確保校董選舉的公平：

候選人的提名

1. 不得提供利益令任何人參選或不參選。
2. 不得提供利益令任何已獲提名的候選人退出競選。
3. 不得提供利益令任何候選人不盡最大努力促使其本人當選。
4. 不得索取或接受任何人的利益而參選或不參選。
5. 不得索取或接受任何人的利益，而在獲提名為候選人後退出競選。
6. 不得索取或接受任何人的利益，而不盡最大努力促使其本人當選。
7. 不得施用或威脅施用武力或脅迫手段令任何人參選或不參選，或退出競選。
8. 不得以欺騙手段令任何人參選或不參選，或退出競選。

競選活動

1. 不得發表包括（但不限於）候選人的品格、資歷或以往的行為的虛假或具誤導性達關鍵程度的陳述。
2. 不得參與任何可能引致批評或指稱不適當的活動，並須遵守選舉的公平原則。
3. 不得在任何競選活動中，特別是在競選刊物中聲稱或暗示獲得任何人士或機構支持，除非已得到該名人士或機構的書面同意。

投票

1. 不得提供利益，令他人在選舉中不投票。
2. 不得提供利益，令他人在選舉中投票或不投票予某候選人。
3. 不得提供食物、飲料或娛樂，或償付用於提供該等食物、飲料或娛樂的費用，以影響他人在選舉中不投票。
4. 不得提供食物、飲料或娛樂，或償付用於提供該等食物、飲料或娛樂的費用，以影響他人在選舉中投票或不投票予某候選人。
5. 不得向任何人施用或威脅施用武力或脅迫手段，以影響他人的投票決定。
6. 不得以欺騙手段誘使他人在選舉中不投票。
7. 不得以欺騙手段誘使他人在選舉中投票或不投票予某候選人。



Annex I

EDUCATION ORDINANCE

Provisions relating to Election of Parent Managers

The “Content” as listed out in the following table is a summary of the relevant provisions of the Education Ordinance and is for reference purpose. Please refer to the Education Ordinance if a specific provision is to be quoted.

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 –<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.
40AB	<ul style="list-style-type: none">• Parent, in relation to a pupil, includes —<ul style="list-style-type: none">(i) a guardian of the pupil; and(ii) a person who is not the parent or guardian of the pupil but has the actual custody of the pupil.
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 pupils of the school; or(ii) serving teachers Note 2 of the schoolmay elect or 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 pupil of the school.



	<ul style="list-style-type: none">• 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 pupil 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.

Annex II

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.