



LUNG KONG WORLD FEDERATION SCHOOL
LAU TAK YUNG MEMORIAL PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION

ADDRESS : 263, WU CHUI RD, TUEN MUN

TEL : 2404 5333 / 2441 1772

PTA20-004E

Dear Parents/Guardians,

8th December, 2020

Matters concerning “2020-2021 Parent Manager Election”

Our school will conduct the 2020-2021 Parent Manager Election. The candidate profiles are attached for your reference. Please cast your vote. Details are as follows:

Voting Regulations:

1. The voting is conducted by secret ballot. Each family is represented by the senior student.
2. Our school will give each student two ballot papers for their parents to vote. A ballot paper will be given to the guardian of the student if the school's verification is obtained in person.
3. Put ONE tick (✓) in the box next to the candidate on the ballot paper.
4. This election will elect one 2020-2021 Incorporated Management Committee Parent Manager and Alternate Parent Manager.
5. The candidate with the highest number of votes will become Incorporated Management Committee Parent Manager, and the candidate with the second highest number of votes will become Incorporated Management Committee Alternate Parent Manager.
6. Any ballot paper with more than one tick (✓) will be voided. Please sign beside any amendments.
7. Since this election of committee members is of great significance to the association, parents are strongly invited to vote. Please refer to the candidates' profiles as your reference.
8. Please put the ballot paper into the return envelope enclosed and send it to the school by post before 4th January, 2021 (Monday).

Scrutineers Representatives:

Parent representatives: 3 people, School representatives: 3 people.

Voting Schedule:

1. Ballot Mailing Date: 16th December, 2020 (Wednesday) to 4th January, 2021 (Monday)
2. Deadline for Voting: 4th January, 2021 (Monday), 4 p.m.

Due to the epidemic, the Education Bureau suggests suspending any group gatherings. Therefore, the 2020-2021 Incorporated Management Committee Parent Manager Election, the 22nd Parent-Teacher Association Executive and Committee Member Election cum Inauguration Ceremony will be cancelled. The Certificate of Appreciation and Letter of Appointment of the PTA executive committees will be issued afterwards. Financial report of the PTA will be uploaded on the school's website. If there are any queries, please call 2404 5333.

Yours faithfully,
Miss Cheng Cheuk Ying
Electoral Officer