



LKWFS Lau Tak Yung Memorial Primary School  
Parents-Teacher Association

Address: 263 Wu Chui Road, Tuen Mun

Contact Number: 2404 5333 / 2441 1772

PTA23-004E

8<sup>th</sup> September, 2023

Dear Parents/Guardians,

**Regarding the “Election of Parent Manager”**

The Parent Manager election of the Incorporated Management Committee this year will be held on Saturday, 21<sup>st</sup> October, 2023. Parents are welcome to participate in the election. The detailed rules are listed as follows:

<b>Parent Manager Amount:</b>	One Parent Manager and one substitute Parent Manager
<b>Nomination Period:</b>	8 <sup>th</sup> September to 25 <sup>th</sup> September, 2023
<b>Nomination Method:</b>	1. Receive an election form from the school office and fill in the election platform. 2. Submit the manifesto through the following electronic form <a href="https://forms.gle/mhcJo1Q63P9GezEV6">https://forms.gle/mhcJo1Q63P9GezEV6</a> and provide one recent photo.
<b>Voting Date:</b>	Saturday, 21 <sup>st</sup> October, 2023
<b>Candidate Eligibility:</b>	The parents of current students at the school, including the student’s guardian or actual custodian, are eligible to be candidates. **If the following situations occur, the parents concerned will not be nominated as Parent Managers: • He/She is an in-service teacher (as teachers can join the Incorporated Management Committee as a teacher manager); or • He/She does not meet the registration requirements for school managers set out in Article 30 of the Education Ordinance According to regulations, school managers are not allowed to serve as managers for more than one sector in the Incorporated Management Committee at the same time. Therefore, nobody can be a Parent Manager and Alumni Manager at the same time. If there are elections in both sectors at the same time, candidates cannot stand for elections for school managers of both sectors at the same time.

Your faithfully,

Ms. Cheng Chek Ying

Election Director of the Parent-Teacher Association

Reply Slip

(PTA22-004E)

Dear Principal,

I have read and understood the circular “Election of Parent Manager” and I have

\*  **decided to** /  **decided not to** participate in the above election and become a candidate.

I will go to the school office later to receive a form to fill in my election platform or submit the electronic form via the internet.

( ) Student Name: \_\_\_\_\_

Parent’s/Guardian’s Signature: \_\_\_\_\_

Parent’s/Guardian’s Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date: \_\_\_\_\_

\* Please tick as appropriate.

## “Education Ordinance” Regulations Regarding the Parent-Teacher Election

Article	Content
30	<ul style="list-style-type: none"> <li>● The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that—</li> <li>● the applicant is not resident in Hong Kong for at least 9 months in each year;</li> <li>● the applicant is not a fit and proper person to be a manager;</li> <li>● the applicant is a person in respect of whom a permit to teach has previously been cancelled;</li> <li>● the applicant is under the age of 18 years;</li> <li>● the applicant has attained the age of 70 years and he fails to produce a medical certificate issued by a registered medical practitioner within 2 months before the date of his application certifying that the applicant is physically fit to perform the functions of a manager; or</li> <li>● the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a medical certificate issued by a registered medical practitioner after the date of such request certifying that the applicant is physically fit to perform the functions of a manager; or</li> <li>● in making or in connection with any application               <ul style="list-style-type: none"> <li>(i) for registration of a school;</li> <li>(ii) for registration as a manager or a teacher; or</li> <li>(iii) to employ a person as a permitted teacher in a school,</li> </ul>               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.             </li> <li>● is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance;</li> <li>● has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or</li> <li>● the applicant has been registered as a manager of 5 or more schools.</li> </ul>
40AB	<p>“Teacher” means a permitted teacher or registered teacher employed in a school-</p> <ul style="list-style-type: none"> <li>(i) to occupy a teacher post in the establishment of staff provided for in the code of aid for primary schools, code of aid for secondary schools or code of aid for special schools; or</li> <li>(ii) for a term for not less than 12 months to perform teaching duties or other duties directly related to teaching.</li> </ul>
40AL	<ul style="list-style-type: none"> <li>● A school with an Incorporated Management Committee and an approved Parent-Teacher Association must have at least one Parent Manager.</li> <li>● If the school belongs to the bi-sessional category, and there is an approved Parent-Teacher Association for both morning and afternoon classes, there must be at least one Parent Manager each for both morning and afternoon classes.</li> <li>● If the school has only one Parent Manager, there must be a substitute Parent Manager. If the school is bi-sessional, and there is only one Parent Manager each for both morning and afternoon classes, there must be one substitute Parent Manager each for both morning and afternoon classes.</li> </ul>
40AO	<ul style="list-style-type: none"> <li>● The incorporated management committee of a school may recognize one body of persons recognized parent-teacher association for the purposes of making nomination, but a body of persons shall not be recognized unless under its constitution only—           <ul style="list-style-type: none"> <li>(i) parents of current pupils of the school; or</li> <li>(ii) service teachers at the school</li> </ul>           may elect or become office-bearers of the body.         </li> <li>● Parent Manager and substitute Parent Manager elections must be held by the school’s approved Parent-Teacher Association.</li> <li>● A recognized parent-teacher association 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 incorporated management committee of the school.</li> <li>● The election system must be fair, open, and transparent. The candidate must be the parent of an existing student. The candidate must not be a faculty member of the school. In this election, all parents of the current pupils of the school have equal voting rights and rights of candidature. The voting is conducted by secret ballot.</li> </ul>
40AV	<ul style="list-style-type: none"> <li>● 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.</li> </ul>