



ELCHK LUTHERAN SECONDARY SCHOOL

PTA Circular 22001 《The By-Election of 2021-23 Parent Manager (I)》

14/9/2022

ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School

Dear Parents,

The HK government requests that the sponsoring body of an aided school set up an independent and well-represented Incorporated Management Committee (IMC) to help manage the school. ELCHK sponsored schools have formed their own IMCs. The teachers, parents and alumni of our school shall each elect a representative to serve as a manager of the IMC to participate in the management of our school. As the child of one of our 2021-23 Parent Managers has graduated, our school is launching a by-election for the Parent Manager in order to fill the vacancy of the remaining year. We are honoured to invite you to participate in the by-election for the Parent Manager and the candidates with the greatest number of votes will be nominated to be registered as the Parent Manager. Should the number of votes for two or more candidates be the same, the Parent Manager will be selected by means of sortition.

The candidate must be a parent or guardian of one of our students and have fulfilled all requirements of the election rules. According to section 40AO(5)(b) of the Education Ordinance, a parent should not be nominated as a 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 Education Ordinance. Candidate must carefully read the Constitution of the Election of the Parent Manager and the HK government’s “Education Ordinance” (Please browse PTA website of our school). Parents or guardians can nominate themselves or nominate another parent or guardian. However, every candidate must be seconded in signature by at least one other parent or guardian besides the nominator and submit the completed reply form and candidate nomination form (Appendix 1) on or before 21<sup>st</sup> September. Late submissions will not be accepted.

The Parent Manager in the IMC shall play an important role in the communication between the school and parents. He or she can also give advice to the school’s development and policy making, which would in turn improve teaching and provide a better learning environment for students. Therefore, your participation in the IMC is most welcome.

The important dates for the By-election of Parent Manager are as follows:

1. The nomination period starts from 14<sup>th</sup> September 2022. The deadline is on 21<sup>st</sup> September 2022.
2. Details of the candidates and the ballot paper will be distributed on 28<sup>th</sup> September 2022. Each parent will receive a ballot paper.
3. The voting will start on 7<sup>th</sup> October 2022. Parents can put their ballot paper into the collection box in the General Office in person or have their children do so. The deadline for voting is 12<sup>nd</sup> October 2022.
4. The counting of votes will be held on 14<sup>th</sup> October 2022 in our school library at 4 p.m.
5. The result will be released within 10 working days after the counting of votes through our school’s website. A notice to parents will be distributed as well.

Please show your acknowledgement by returning the following slip to the class teacher on or before 21<sup>st</sup> September 2022. If you have any enquiries, please feel free to contact Ms. Chan Kwan Mui, our Parent Manager Election Panel and Vice Principal.

Yours faithfully,



Ms. Chan Kwan Mui  
Parent Manager Election Panel Head and  
Vice Principal

Mr. Liang Kwun Fan  
The Principal

Ms. Li Yuen Yi



Chairperson of Parent-Teacher Association

**ELCHK Lutheran Secondary School**

**2021-2023 Incorporated Management Committee Parent Manager By-election (I)**

**Reply Form**

(Must submit to class teacher on or before 21<sup>st</sup> September 2022)

Dear Sir/ Madam,

I have read the notice about 2021-2023 IMC Parent Manager By-election and I am

1.  nominating myself as a candidate for 2021-2023 IMC Parent Manager and seconded by the parent/guardian of (class) \_\_\_\_\_, (student name) \_\_\_\_\_
  
2.  nominating the parent/guardian of (class) \_\_\_\_\_, (student name) \_\_\_\_\_, to be a candidate for 2021-2023 IMC Parent Manager. The seconder is the parent/guardian of (class) \_\_\_\_\_, (student name) \_\_\_\_\_
  
3.  not going to nominate myself or any parent/guardian to become a candidate, and I am not going to second any parent/guardian to become a candidate.

Yours faithfully,

Parent /Guardian signature:\_\_\_\_\_

Parent /Guardian name:\_\_\_\_\_

Student Name:\_\_\_\_\_

Class:\_\_\_\_\_( )

Remarks: Please put '✓' in appropriate boxes (□), choosing more than one option is accepted; however, either option 1 or option 2 can be chosen at the same time. Please return the completed form to the student's class teacher on or before 21<sup>st</sup> September 2022. For those who are interested in nominating other parents/guardians or themselves to be the candidate of the Parent Manager, please also complete and submit the attached nomination form (Appendix I).



**ELCHK Lutheran Secondary School Parent-Teacher Association**

52 Waterloo Road, Kowloon, Hong Kong

TEL: 27802291 FAX: 27823374 E-mail:contact@lss.edu.hk WEB: http://www.lss.edu.hk

The By-Election of 2021-23 Parent Manager–Nomination Form

Name of nominator : \_\_\_\_\_ Signature : \_\_\_\_\_

Name of seconder : \_\_\_\_\_ Signature : \_\_\_\_\_

Name of candidate : \_\_\_\_\_ Signature : \_\_\_\_\_

Self-introduction of candidate (no more than 200 words) :

About Education Ordinance Provisions relating to Election of Parent Managers

Please put a '✓' in the appropriate box below:

- I hereby declare I have not violated in section 30 of the Education Ordinance about the reasons the Permanent Secretary may refuse to register an applicant as a manager of a school.
- I hereby declare I have violated in section 30 of the Education Ordinance about those reasons the Permanent Secretary may refuse to register an applicant as a manager of a school.

The reasons are : \_\_\_\_\_

\_\_\_\_\_

\*\* Nomination Form must be submitted to class teachers between 19<sup>th</sup> September 2022 to 21<sup>st</sup> September 2022.