



Dear Parents,

The Hong Kong 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. The teachers, parents and alumni of our school shall each elect a representative to serve as the managers of the IMC to participate in the management of our school.

According to the Election Guide of IMC, Parent Manager Election should be held in the year 2021. We are honored to invite you to nominate a parent representative or yourself to serve as the Parent Manager from 2021-2023 in our IMC and the term of service will be two years. The one 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. When two or more candidates obtain the same number of votes, a drawing lots will be conducted for decision.

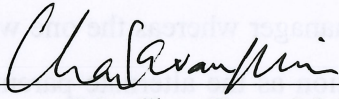
Parents or guardians can nominate themselves or nominate another parent or guardian. However, every candidate must be seconded in signature by at least one parent or guardian besides the nominator. The candidate must be a parent or guardian of one of our students, and have fulfilled all requirements of the election rules. According to section 40AO(5)(b), a parent should not be nominated as a parent / alternate 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 Ordinance. Moreover, every nominated candidate must carefully read the election rules and the Hong Kong government's "Education Ordinance". Related documents can be found on the PTA website.

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

1. Nomination period starts from 21st September 2021; the deadline is on 29th September 2021
2. Details of the candidates and the ballot paper will be distributed on 11st October 2021. Each parent will get a ballot paper.
3. The voting will start on 21st October 2021. Parents can put their ballot paper into the collection box in the General Office in person or through their children. The deadline for voting is 26th October 2021.
4. The counting of votes will be held on 26th October 2021 in our school library at 5 p.m.
5. The result will be released after 10 working days through our school's website. A notice to parents will be distributed as well.

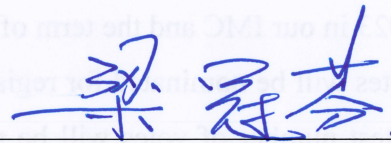
The Parent Manager in the IMC shall play an important role in the communications between the school and parents. He or she can also give advice to the school's development and policy making, which in turn improves teaching and provides a better learning environment for students. Therefore, your participation in the IMC is most welcome. If you are interested in nomination or self-nomination to be a candidate, please fill out the attached reply form and candidate nomination form (Appendix), and submit it to Ms Chan Kwan Mui on or before 29th September 2021. Late submissions will not be accepted. Should you have any enquiries, please contact the Returning Officer and Vice Principal, Ms. Chan at 2780 2291.

Yours faithfully,



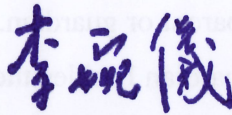
Ms. Chan Kwan Mui

(Returning Officer and Vice Principal)



Mr. Liang Kwun Fan

(The Principal)



Ms. Li Yuen Yi

(Chairperson of Parent-Teacher Association)



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 Election of 2021-23 Parent Manager – Nomination Form

Name of nominator : _____ Signature : _____

Name of seconder : _____ Signature : _____

(No signature is required if the seconder has handed in the completed Reply Slip of PTA Circular 19001 Section 4.)

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 stipulated 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 stipulated 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 within the period 21st September to 29th September 2021 (From 9 a.m to 4 p.m, Monday to Friday school days) .

ELCHK Lutheran Secondary School
PTA Circular 20001 《The Election of 2021-23 Parent Manager (I)》 Reply Form
(Please submit to class teacher on or before 29th September)

Dear Sir/ Madam,

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

1. 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.

2. nominating myself as a candidate for 2021-2023 IMC Parent Manager and seconded by the parent/guardian of (class) _____, (student name) _____

3. nominating the parent/guardian of (class) _____, (student name) _____, to be a candidate for 2021-2023 IMC Parent Manager (Only 1 person can be nominated and prior approval must first be given from the parent/guardian). The seconder is the parent/guardian of (class) _____, (student name) _____

4. seconding (class) _____, (student name) _____'s parent/guardian to be a candidate for 2021-2023 IMC Parent Manager.

Remarks:

Please put '✓' in appropriate boxes (□), choosing more than one option is accepted; however, either option 2 or option 3 cannot be chosen at the same time.

For those who are interested in nominating other parent/guardian or themselves to be the candidate of the Parent Manager, please also complete and submit the attached nomination form (Appendix I).

Yours faithfully,

Parent's Signature: _____

Parent's Name: _____

Student Name: _____

Class: _____()