



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

Dear Parents,

**Parent Member Election for the “School Management Committee 2023-2025”**

The School Management Committee is an important decision-making association that promotes the development of the school.

(A) Relevant members include: officials from the Education Bureau, an independent member from the community, an alumni member, parent members and teacher members

(B) Main Functions:

- Promoting school development related matters
- Discussing school policies and decision-making
- Providing advice to assist students’ growth

In view of the expiration of the term of office of Ms. NA Xingxing (那星星), a parent member of the SMC, there is a vacancy of a parent member of the SMC of this term. The Parent-Teacher Association is now holding elections in accordance with the education regulations and the regulations of the SMC. Parents are cordially invited to actively participate in the election, work together and contribute to the school affairs.

The SMC is appointing Ms. CHAN Shuk Fan, the Deputy Head, to be the Electoral Officer of the SMC Parent Member Election in charge of all the election procedures and details. Whether to join the election or not, please fill in the reply slip and hand in it to the class teacher **on or before 21<sup>st</sup> September, 2023 (Thursday)**. For parents who would like to join the election, please also fill in the “Election Form” at the back and submit the form to the class teacher of your child who is attending the highest class-level in our school. (Late submission will not be accepted)

For enquiries, please contact Ms. CHAN Shuk Fan, the Deputy Head on 2728 7627.

Ms. HUANG Jianqing  
Chairperson of Parent Teacher Association

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2023/24 家長教師會通告第 E007 號

**REPLY SLIP**

Dear Ms. HUANG,

**Parent Member Election for the “School Management Committee 2023-2025”**

I have read through Type-PTA Notice, No. E007 and understand the corresponding content.

- I
- \*  will participate in the SMC Parent Member Election, and the election form is attached.
  - \*  will not participate in the SMC Parent Member Election.

\*Please put a “✓” where appropriate.

Class: \_\_\_\_\_ Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

( ) \_\_\_\_\_

Contact Number: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_ of September, 2023

DISCLAIMER: The English version is a translation of the original in Chinese for information purposes only. In case of any discrepancy, the Chinese original is reserved as official interpretation of the school (applied to all e-notices / parent notifications in English).

[Teacher-in-charge: Ms CHAN Shuk Fan, the Deputy Head]

## Parent Member Election of the “School Management Committee 2023-2025”

### Important Notices

(1) Number of Vacant Position for Members :	One
(2) Specific Rules and Regulations of the Election :	Parents of students enrolled in the school including the student’s father, mother, guardian or the person who is actually responsible for the care of the student (each family can have only one candidate) and meets the following requirements: <ol style="list-style-type: none"><li>1. Staying in Hong Kong for not less than 3 months</li><li>2. At the age over 18</li><li>3. For those candidates who are over the age of 70, they must provide a valid medical certificate to demonstrate the fitness to perform the duties of a school committee member in terms of health</li><li>4. The candidate is not an individual referred to as a bankrupt under the Bankruptcy Ordinance (Chapter 6) or someone who has entered into a voluntary arrangement pursuant to that ordinance.</li><li>5. The candidate has not been convicted of any criminal offense punishable by imprisonment in Hong Kong or elsewhere.</li><li>6. For details of the election, please visit the website of the Education Bureau: Website of Education Bureau&gt;School Management Committee&gt;School-based Management</li></ol>
(3) The term of office for the members :	The term of office is two years, starting from the date of election and ending on 31 <sup>st</sup> August 2025, If a parent member ceases to be a parent of a student in this school during their term (e.g. due to the student graduation or transfer to another school), his / her term will continue until the completion of the term or the end of the academic year, whichever comes earlier.
(4) The responsibilities of the member :	The member is required to attend a minimum of three meetings of the School Management Committee held throughout the year. They are expected to actively participate in school governance decisions, ensuring the school’s adherence to its educational mission and promoting self-improvement of the school.
(5) Nomination process :	Every parent is eligible to be a candidate.
(6) The Nomination Deadline :	The nomination deadline is 21 <sup>st</sup> September, 2023 (Thursday). Please submit the “Candidate Nomination Form” to the class teacher on or before 21 <sup>st</sup> September.
(7) Date of Distributing Information of Candidates :	28 <sup>th</sup> September, 2023 (Thursday)
(8) Date of Distributing Ballots :	4 <sup>th</sup> October, 2023 (Wednesday)
(9) Qualifications of the Voters :	All parents of students enrolled in this school, including the student’s father, mother, legal guardian, and the person who is actually responsible for the care of the student, have the right to vote.
(10) Number of Ballots :	<ol style="list-style-type: none"><li>1. Regardless of the number of children enrolled in this school, each family will be allocated two ballots, which can be voted by eligible individuals.</li><li>2. If there are multiple children enrolled in this school, only the parent(s) of the child in the highest class will receive two ballots.</li></ol>
(11) Voting Date and Time :	5 <sup>th</sup> and 6 <sup>th</sup> October, 2023 (Thursday, Friday), From 8:00a.m. to 3:30 p.m. Voting can be done either by the students on their behalf or the parents coming to school in person.
(12) Voting Method :	<ol style="list-style-type: none"><li>1. To ensure a fair election, voting will be conducted anonymously.</li><li>2. Parents can put their votes in person into the ballot box set up by the</li></ol>

	<p>school during the voting period.</p> <p>3. Parents can also choose to put their votes into the school's ballot box through their children attending the school.</p> <p>4. The deadline for voting is 3:30p.m. on 6<sup>th</sup> October, 2023 (Friday). Ballots returned after the voting deadline will be invalid.</p>
(13) Vote Counting Date/Place	: The vote counting process will take place immediately after the voting deadline, in the presence of all candidates and the election supervisor as witnesses
(14) Announcement of Results	: The electoral officer will announce the election results on the spot after the vote counting is completed. A notice will be issued on 17 <sup>th</sup> October to inform all parents of the election outcome.

#The above election guidelines are established in accordance with the Education Ordinance of the Education Bureau and the School Management Committee Constitution of Fuk Wing Street Government Primary School.

### 1. Education Bureau (Education Ordinance)

[https://www.edb.gov.hk/attachment/en/sch-admin/sbm/essential-knowledge-of-sbm/IMC\\_legislation\\_reminders\\_2022sep\\_en.pdf](https://www.edb.gov.hk/attachment/en/sch-admin/sbm/essential-knowledge-of-sbm/IMC_legislation_reminders_2022sep_en.pdf)

### 2. The School Management Committee Constitution of Fuk Wing Street Government Primary school

[https://www.fwsgps.edu.hk/wp-content/uploads/2022/04/SMC-Constitution\\_9.2012.pdf](https://www.fwsgps.edu.hk/wp-content/uploads/2022/04/SMC-Constitution_9.2012.pdf)

### 3. The Code of Conduct for School Managers

[https://www.edb.gov.hk/attachment/en/sch-admin/sbm/essential-learning-for-school-managers-1/GuidanceNotesOnDraftingCodeOfConductForSchoolManagers\\_2019sep\\_en.pdf](https://www.edb.gov.hk/attachment/en/sch-admin/sbm/essential-learning-for-school-managers-1/GuidanceNotesOnDraftingCodeOfConductForSchoolManagers_2019sep_en.pdf)

#### Remarks:

1. The candidate who receives the highest number of votes in the election will be elected as the parent member.
2. After the vote counting is completed, if two or more candidates receive an equal number of votes, a draw will be conducted in the presence of the Parent-Teacher Association Chairperson, the electoral officer, and the scrutineers. Once the decision is made through the draw, no objections will be entertained, and there will be no re-voting.
3. If there is only one candidate, after the nomination period ends, the candidate will be automatically elected.
4. Unsuccessful candidates can submit a written appeal stating their reasons for appeal to the committee within one week after the announcement of the election results. The committee will hold a meeting attended by the principal, the electoral officer, and two parent committee representatives to decide on the appeal outcome.

**Fuk Wing Street Government Primary School**  
**Parent Member Election of the “School Management Committee 2023-2025”**

Candidate Nomination Form

(Parents who are not participating in the election do not need to submit the form.)

1. I declare my intention to participate in this election. I confirm that I meet the eligibility criteria for the candidacy and agree to abide by all the rules and regulations of this election.
2. I confirm that all the information provided by me is true and accurate. I understand that if any legal liability arises from this information, I agree to bear all the consequences.
3. If necessary, I am willing to provide supplementary information to the electoral officer.
4. If I violate any of the above items or any relevant regulations or rules of this election, I agree that my candidacy may be revoked.

**Candidate Information**

1. Please fill in using a black or blue ballpoint pen.
2. Please fill in the following personal information as a candidate participating in the election and **submit it to the class teacher by 21<sup>st</sup> September, 2023 (Thursday) through the child in the highest class.**
3. The school will contact the candidates later to request one passport-sized personal photo and one photo with their child (3R/4R size).

Name of Candidate : _____	Name and class of your child(ren) currently attending in our school
Sex : <u>    M / F    </u> (Please circle)	1. _____ (P.    )
*Contact Number : _____	2. _____ (P.    )
	3. _____ (P.    )

Please introduce yourself (Your academic qualification, work experience, expertise or vision etc.) in not more than 200 words.

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I agree that the parents and teachers of Fuk Wing Street Government Primary School will use the information in the above profile (except for the contact number) as a parent member of the SMC, and the PTA will not be involved in any legal action for publishing the profile responsibility. If you agree, please add a tick in the box.

*(If you agree, please put a ✓ in a box.)*

Candidate Signature : \_\_\_\_\_

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