



21<sup>st</sup> September, 2023

Dear Parents,

### **The 26<sup>th</sup> Parent-Teacher Association (PTA) By-Election of Parent Committee Members**

Parent-Teacher Association (PTA) serves as a connection between parents and schools, also an important body to help promote school development. In the past, the PTA has organized a number of activities, such as talks and interest classes, and assisted schools in carrying out several home-school cooperative activities and PTA facilitates communication between parents and school.

This year, by-election need to be carried out because two of our parent committee members leave office due to their children dropping out of our school. **The current PTA cordially invites all parent members to participate in the by-election** and contribute to school affairs. Information about basic duties of the parent committee members and that about the Election are stated as follows:

(1) Number of Vacant Position for Members	Two
(2) The Term of Office for the Members	Starting from the date of election and ending on 31 <sup>st</sup> August 2024
(3) The Responsibilities of the Member	Attending PTA meetings throughout the year, assisting in the development of the school, and facilitating communication and connection between the school and the families.
(4) Nomination Method	Parents of students enrolled in the school can choose to be a candidate.
(5) Deadline of Submitting Nomination Form	28 <sup>th</sup> September, 2023 (Thursday)
(6) Qualifications of the Voters	Ex-officio Members and Parent Members of the PTA
(7) Date of Announcing Information of Candidates	6 <sup>th</sup> October, 2023 (Friday)
(8) Date of Distributing Ballots	6 <sup>th</sup> October, 2023 (Friday)
(9) Number of Ballots	Parent Member: (i) Regardless of the number of children enrolled in this school, each family will be allocated <b>two ballots</b> . (ii) If there are multiple children enrolled in this school, only the parent(s) of the child in the highest class will receive two ballots. Teacher Member: One ballot
(10) Voting Date and Time	13 <sup>th</sup> October, 2023 (Friday), 7:30 a.m. – 3:30 p.m.; and 16 <sup>th</sup> October, 2023 (Monday), 7:30 a.m. – 9:30 a.m. (Parents can put their votes into the school's ballot box in the lobby either in person or through the students)
(11) Voting Method	1. To ensure a fair election, voting will be conducted anonymously. 2. Parents can put their votes in person into the ballot box set up by the school during the voting period. 3. Parents can also choose to put their votes into the school's ballot box through their children attending the school. 4. The deadline for voting is <b>9:30 a.m. on 16<sup>th</sup> October, 2023 (Monday)</b> . Ballots returned after the voting deadline will be invalid.
(12) Vote Counting and Result Announcing	The vote counting process will take place immediately in the presence of all candidates and the Election Officer as witnesses when the voting ends.



(13) 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 18 <sup>th</sup> October (Wednesday) to inform all parents of the election outcome.
(14) Remarks	<ol style="list-style-type: none"> <li>1. <a href="https://www.fwsgps.edu.hk/wp-content/uploads/2022/04/SMC-Constituion 9.2012.pdf">https://www.fwsgps.edu.hk/wp-content/uploads/2022/04/SMC-Constituion 9.2012.pdf</a></li> <li>2. The top two candidates with the most votes in the election will be elected as parent committee members.</li> <li>3. After the counting of votes, if there are more than two candidates who have obtained the same number of votes, the decision will be made by drawing lots, witnessed by the PTA chairperson, the Electoral Officer and the scrutineers. Once the decision is made, there shall be no objection and no re-election will be arranged.</li> <li>4. If there are only two candidates, after the end of the nomination period, those two candidates will be automatically elected.</li> <li>5. Candidates who lose the election may file an appeal within one week of the announcement of the election result in writing stating the grounds of appeal. The Committee will hold a meeting attended by the Principal, the Election Officer and two advisors of the PTA to decide the result of the appeal.</li> </ol>

Ms. CHAN Shuk Fan, the Deputy Head, has been appointed as the Electoral Officer to take charge of all the election procedures and details. **Whether you are going to join the by-election or not, please fill in the reply slip and return it to the class teacher.** Parents who are interested in participating in the election should **download the “Parent Committee Election Nomination Form” by yourself or collect it from the class teacher.** The nomination form should be submitted to the class teacher of your child attending the highest-grade in our school on or before 28<sup>th</sup> September, 2023 (Thursday) (Late submission will not be accepted).

For enquiries, please contact Ms. CHAN Shuk Fan, the Deputy Head on 27287627.

Ms. HUANG Jianqing  
Chairperson of Parent Teacher Association

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2023/24 家長教師會通告第 E009 號

**REPLY SLIP**

Dear Ms. HUANG,

**The 26th Parent-Teacher Association (PTA) By-Election of Parent Committee Members**

I have read through Type-PTA Notice, No. E009 and understand the corresponding content.

I \*  will participate in the election, and will submit the nomination form to the class teacher of my child attending the highest-grade in school.

\*  will not participate in the 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]



**Fuk Wing Street Government Primary School**  
**The 26<sup>th</sup> Parent-Teacher Association**  
**By-Election of Parent Committee Members (2023-2024)**

**Candidate Introduction**

(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 ball pen**.
2. Please fill in the following personal information as a candidate participating in the election and **submit it to the class teacher by 28<sup>th</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 each).

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

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