

Bethel High School
Parent Manager Election Constitution (2024-2025)

The Parent-Teacher Association of Bethel High School is recognised by the Incorporated Management Committee (IMC) and would be responsible for the Parent Manager Election.

1. Number & Tenure

One parent school manager and one alternate manager would be elected to join the IMC according to the instruction of the IMC.

The tenure of Parent Managers is one year, starting from the date when they received the registration.

2. Qualifications of candidates

Parents of current students of our school can be candidates, except those who are the staff of our school. The candidate should comply with the regulations in the section 30 of the Ordinance (Please refer to *Annex I*).

3. Qualifications of nominees and nomination procedures

Qualifications of nominees: All parents of current students in our school can be nominees.

Returning Officer: The Parent-Teacher Association would assign a teacher committee member to be the Returning Officer.

Nomination period: 4th November, 2024 to 19th November, 2024.

Nomination: A parent may nominate oneself or another eligible candidate to stand for the election. Each parent can nominate one candidate at the most and each nomination should have at least two seconders. Seconders must be parents of current pupils. Both the nominator and the seconders should sign the nomination form.

4. Information of candidates

Each nominated candidate should provide a brief statement of his/her personal information to the Returning Officer within 500 words.

The Returning Officer should issue another letter to all parents listing the names of the candidates being nominated and their brief introductory statements on 20th November, 2024.

5. Electors' Eligibility

All parents or guardians of current students of the school are eligible to vote. Teacher of the school who is the parent of a current student of the school also has the right to vote.

Every parent or guardian should vote individually and should have only one vote irrespective of the number of children the parent has at the school.

6. Election procedures

Date of voting: At least two weeks before the nomination deadline. The Parent Manager Election would be held on 5th December to 6th December, 2024 (Before 4:00pm).

Voting method: Voting is conducted by secret ballot. Parents should give the ballots to their children and then pass the ballots to the class teacher from 5th December to 6th December, 2024 (4:00pm). Every voter can cast one vote only.

Counting of votes: The Returning Officer should arrange a counting session and invite all candidates and the principal to witness the counting. A ballot paper will be deemed to be invalid if it violates the 'Voter's Reminders'.

Sealing and keeping of the ballots: After the election, the Returning Officer would seal the ballots and hand over them to the Parent-Teacher Association to keep for at least 6 months. This is to facilitate investigations in case of allegations against voting irregularity.

7. Winning the election

The candidate who receives the most votes would be nominated and registered as the Parent Manager. The candidate who receives the second most votes would be nominated and registered as the Alternate Parent Manager.

If two or more candidates have got the same number of votes, we would draw lot to decide. The picked one would be treated as the one receiving the most votes.

8. Announcing Results

The Returning Officer would issue a letter informing all parents of the results of the election.

9. Appeal

Unsuccessful candidate may, within one week of the announcement of results, appeal to the PTA in written form together with the reasons.

If two-third of the PTA committee members in a committee meeting agrees to the appeal, the election would be declared as invalid.

10. By-election

If a parent manager whose child is no longer a current student of the school during his / her tenure, he/she shall continue to be the manager until the tenure expires or the end of the school year, whichever is the earlier.

If a parent manager vacancy arises out of either the expiry of the tenure or resignation tendered by the manager during the tenure, the PTA shall conduct a by-election to elect another parent manager to fill the vacancy within three months. Nomination and Election procedures would be the same as stated in point 5 to point 8.

Education Ordinance

Provisions relating to Election of Parent Managers

Section	Content
30	<p>The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that —</p> <ul style="list-style-type: none"> • the applicant is not resident in Hong Kong for at least 9 months in each year; • the applicant is not a fit and proper person to be a manager; • the applicant is a person in respect of whom a permit to teach has previously been cancelled; • the applicant is under the age of 18 years; • the applicant has attained the age of 70 years and he fails to produce a valid medical certificate certifying that he is physically fit to perform the functions of a manager; • the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a valid medical certificate certifying that he is physically fit to perform the functions of a manager; • in making or in connection with any application — <ul style="list-style-type: none"> (i) for registration of a school; (ii) for registration as a manager or a teacher; or (iii) to employ a person as a permitted teacher in a school, 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; • the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; • the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or • the applicant has been registered as a manager of 5 or more schools.
40AB	<ul style="list-style-type: none"> • “Teacher” means a permitted teacher or registered teacher employed in a school — <ul style="list-style-type: none"> (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 (ii) for a term not less than 12 months to perform teaching duties or other duties directly related to teaching.

Section	Content
40AL	<ul style="list-style-type: none"> • For an IMC school with a recognised PTA, at least one parent manager shall be provided. • If the school is a bi-sessional school, and a PTA is recognised for each session separately, at least one parent manager shall be provided for each session. • If there is only one parent manager for a school, one alternate parent manager shall be provided. If the school is a bi-sessional school, and there is only one parent manager for each session, one alternate parent manager shall be provided for each session separately.
40AO	<ul style="list-style-type: none"> • The IMC may recognise one body of persons as recognised PTA, but its constitution shall specify only the following persons – <ul style="list-style-type: none"> • parents of current pupils of the school; or • serving teachers^{Note 2} of the school may elect or become office-bearers of the body. • Parent manager election and alternate parent manager election shall be conducted by the recognised PTA. • A recognised PTA 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 IMC of the school. • The system of election shall be fair and transparent. • A candidate must be a parent of a current pupil of the school. • A candidate must not be a teacher of the school. • In the election, all parents have equal voting right and right of candidature. • The voting for the election shall be conducted by secret ballot.
40AS	<ul style="list-style-type: none"> • A parent manager and an alternate parent manager shall be elected in the same manner for nomination for registration as a manager.
40AU	<ul style="list-style-type: none"> • The person who fills the vacancy of parent manager shall be nominated for registration as a manager in the same manner as the manager who ceased to hold the office concerned.
40AV	<ul style="list-style-type: none"> • 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.
40AX	<ul style="list-style-type: none"> • On the ground that a manager is not suitable to continue to hold office, the recognised PTA of a school may pass a resolution, in a manner which is similar to the manner in which the manager concerned is elected, and make a written request to the IMC to cancel the registration of the manager. The IMC shall, upon receiving the request, issue a notice in writing to the Permanent Secretary as regards the cancellation of the registration of the parent manager.

Note 2 The definition of “teachers” shall follow the stipulations at Section 40AB. For special schools, the definition of “teachers” in this aspect does not include the “specialist staff” of the school.