

## APPENDIX

### 附錄

#### RULES AND PROCEDURES FOR THE ELECTION OF

#### IMC PARENT MANAGER

### 家長校董選舉規則和程序

#### THE CANDIDATURE

##### 候選人資格

1. All parents of current students of the School are eligible to become candidates. Parents in relation to a student include a guardian of the student and a person who is not the parent or guardian of the student but has the actual custody of the student.
1. 所有學校現有學生的家長，都有資格成為候選人。家長就學生而言，包括該學生的監護人及並非該學生的家長或監護人，但實際管養該學生的人。
2. A parent should not be nominated in the event of the following situations –
  - 2.1 He / She is a serving teacher of the School; or
  - 2.2 He / She does not meet the registration requirements of managers set out in Section 30 of the Education Ordinance; or
  - 2.3 He /She has served as Parent Manager of the School for two (2) consecutive terms, whether as Parent Manager or as Alternate Parent.
2. 一位家長在下列情形下不應該被提名-
  - 2.1 他/她是學校的在職教員；或
  - 2.2 他/她不符合《教育條例》第 30 條所載有關校董的註冊規定。
  - 2.3 他/她曾在本校連續擔任過兩屆家長校董，無論是作為家長校董或替代家長校董。

3. As stipulated in the Education Ordinance, no manager shall serve in an IMC in more than one capacity. Thus, no one can serve as a Parent Manager and an Alumni Manager at the same time. If there are two elections under different categories to be conducted concurrently in the School, no candidate shall participate in more than one election.
3. 根據《教育條例》規定，校董不可在法團校董會內同時出任多於一個界別的校董。因此，任何人士均不可同時出任家長校董及校友校董。如兩個界別於同一時間在學校舉行選舉，候選人亦不可同時參選兩個界別的校董選舉。

## **TENURE**

### 任期

4. The term of office of the Parent Manager shall be two years. Such term shall commence on the first day of September and terminate on 31 August of the second succeeding year after the commencement. Provided that if the registration certificate issued by the Permanent Secretary of Education to a nominee is dated after the first day of September of the year of his nomination, the term of such nominee shall commence on the date of his registration certificate and terminate on 31 August of the second succeeding year after his nomination.
4. 家長校董的任期為兩年。任期由九月一日起至任期開始後第二年的八月三十一日止。然而，如果教育局常任秘書長所簽發的註冊證書於該人士被提名為家長校董當年之九月一日後簽發，該人士的任期則由該註冊證書的日期起至被提名為家長校董之後第二年的八月三十一日止。

## **NOMINATION PROCEDURES**

### 提名程序

#### **The Returning Officer**

### 選舉主任

5. The Association shall assign a teacher nominated by the School to be the Returning Officer to monitor the nominations and supervise the issue of ballot papers and counting of votes.
5. 家教會應委派一名由學校提名的教師擔任選舉主任，監察有關提名、分發選票及點票工作。
6. The Returning Officer must not be a candidate for the Parent Manager Election.

6. 選舉主任本身不可以是家長校董選舉的候選人。

### **Period of Nomination**

#### 提名期限

7. The period of nomination shall expire at least 14 days from the date of commencement of the nomination.
7. 提名期屆滿之日應相距開始提名日最少十四天。

### **Nomination**

#### 提名

8. The Returning Officer shall issue a letter enclosing a nomination form and informing all parents of the matters in relation to the Election by post/email/posting on the website of the Association or other means , including–
  - 8.1 the number of Parent Manager vacancies;
  - 8.2 the period of nomination;
  - 8.3 the method of nomination;
  - 8.4 the date of voting;
  - 8.5 the date of counting sessions;
  - 8.6 the date of announcement of results;
  - 8.7 the eligibility (Rules 1 to 3 above) and responsibilities of candidates;
  - 8.8 the ethical conduct of candidates and voters listed at Annex I; and
  - 8.9 other relevant information.
8. 選舉主任應通過郵寄/電子郵件/張貼在家教會的網站或其他方式發信並隨信附上提名表格，通知所有家長，有關家長校董選舉事項，其中包括
  - 8.1 家長校董的空缺數目;
  - 8.2 提名期限;
  - 8.3 提名方法;
  - 8.4 投票日期;
  - 8.5 點票會日期;

- 8.6 公布結果日期;
  - 8.7 候選人資格（上述第 1 至 3 段）和職責;
  - 8.8 家長校董選舉中須留意的道德操守附件二; 及
  - 8.9 其他資料
9. A parent may nominate oneself or another eligible candidate to stand for the Election. The nomination shall be voluntarily accepted by the candidate concerned. The maximum number of nominees that each parent can nominate shall be one (1).
  9. 每名家長可提名本人或另一名合資格的候選人參選。有關候選人應自願接受提名。每名家長最多可提名一位候選人。
  10. If less than two (2) person is nominated, the Association may extend the deadline of nomination or conducting the Election again after a lapse of a reasonable time. The election procedures shall cater for such occasions and special arrangements shall be made after taking into account the situation at the material time and based on the principles of fairness, openness and simplicity.
  10. 如少於兩個人獲提名參選，家教會可延長提名的截止日期或在一段合理的時間後重新進行選舉。有關的選舉程序及特別安排應顧及實際情況，並以公平、公正、公開及簡約為原則。

### **Candidate Information**

#### **候選人資料**

11. Each nominated candidate shall supply a brief introductory statement of his / her personal information to the Returning Officer within the number of words as required by the Association and shall be required to declare whether he / she meets the registration requirements of managers set out in Section 30 of the Education Ordinance. The Association shall have the discretion to withdraw the introductory statement of the candidate on the ground of possible and probable risks of incurring any legal liability in publishing and circulating these statements.
11. 每位獲提名的候選人須向選舉主任提供有關其個人資料的簡介，字數須符合家教會的規定。他/她並須申報是否《教育條例》第 30 條所載有關校董的註冊規定。家教會可有酌情權決定因發布和分發這些簡介而須承擔任何法律責任的風險而撤回這些簡介。
12. The Returning Officer shall, not less than seven (7) days before the day of voting, issue a letter to all parents by post/email/posting on the website of the

Association or other means with the following –

- 12.1 the names of the candidates being nominated;
- 12.2 the brief introductory statements of the candidates;
- 12.3 the declarations of the candidates referred to in Rule 11 above;
- 12.4 the procedures of the Election; and
- 12.5 the time-table of the Election.

12. 選舉主任須於選舉日不少於 7 日之前，向所有家長通過郵寄/電子郵件/張貼在家教會的網站或其他方式另行發信，列出

- 12.1 獲提名候選人的姓名;
- 12.2 候選人的簡介;
- 12.3 以上第 11 條中提到候選人的申報;
- 12.4 有關選舉的安排; 及
- 12.5 有關選舉的時間表。

## **ELIGIBILITY OF ELECTORS**

### **投票人資格**

13. All parents of current students of the School are eligible to vote. A teacher of the School who is the parent of a current student of the School also has the right to vote.

13. 所有學校現有學生的家長均符合資格投票。學校教師只要是現有學生的家長，也有權投票。

14. Every eligible elector has equal voting right. Every parent shall vote individually and should have only one vote irrespective of the number of children the parent has at the School.

14. 所有合資格投票的人士都享有同等的投票權。每名家長不論其就讀本校子女的數目，只可有一票，並以個人身分投票。

15. Each parent of a student shall be entitled to one vote. On request, a ballot paper may be given to the guardian of the student or the person who has the actual custody of the student.

15. 每名學生家長各享有一張選票。如學生另有監護人或實際管養該學生的人，

在其要求下，也可給予選票。

## **ELECTION PROCEDURES**

### **選舉程序**

#### **Date of Voting**

#### **投票日期**

16. The period between the date of voting for the Parent Manager Election and the deadline of nomination shall at least be two (2) weeks.

16. 家長校董選舉的投票日期應與提名截止日期相距最少兩星期。

#### **Voting method**

#### **投票方法**

17. The voting shall be conducted by secret ballot, i.e. electors are not allowed to put down their names or any other marks of identification on the ballot paper and shall not let the other electors see whom they have voted for.

17. 投票應以不記名方式進行，即投票人不得在選票上寫上自己的姓名或任何可辨識身分的符號，亦不得讓其他投票人目睹他投票給哪一位候選人。

18. A ballot box shall be placed at the School under lock and shall be sealed at the end of the voting by the Returning Officer. The key of the ballot box shall be kept by the Returning Officer.

18. 校方應為選舉設置一個投票箱，投票箱應鎖好，選舉主任應在投票結束時密封投票箱。投票箱鎖匙由選舉主任保管。

19. Parents are requested to vote in person in the School. The Returning Officer shall inform all parents in advance of such arrangements and specify clearly the date, time and venue of the voting.

19. 家長須親自到學校現場投票。選舉主任應事先通知所有家長有關安排，並列出投票日期、時間和地點。

20. The School shall record down those parents who have submitted the ballot papers and then arrange to put the ballot papers in the ballot box.

20. 校方應記下已交回選票的家長，然後才把選票放入投票箱。

#### **Counting**

#### **點票**

21. The Returning Officer shall arrange a counting session and invite all parents, all candidates and the Principal to attend and witness the counting of votes.
21. 選舉主任應安排一個點票會，邀請所有家長、各候選人及校長出席及見證點票工作。
22. The Chairperson of the Association, the Returning Officer and/or the Principal of the School shall participate to witness the counting.
22. 家教會主席、選舉主任及/或校長須參與點票見證工作。
23. During the counting session, the Returning Officer must make sure that all ballot papers have been poured out from the ballot box before counting starts.
23. 在點票期間，選舉主任應確保所有選票均已從投票箱倒出，才開始點票。
24. A ballot paper will be deemed to be invalid if—
  - 24.1 the number of candidates marked on the ballot paper exceeds the number that is allowed;
  - 24.2 the ballot paper has not been marked properly; or
  - 24.3 the ballot paper is marked in such a way that the identity of the elector can be traced.
24. 如有以下情況，選票當作無效—
  - 24.1 選票上所投的候選人數目，超逾認可數目；
  - 24.2 選票填寫不當；或
  - 24.3 選票加上可令人找出投票者身分的符號。
25. The candidate who obtains the greatest number of votes will be nominated for registration as the Parent Manager whereas the candidate who obtains the next greatest number of votes will be nominated for registration as the Alternate Parent Manager.
25. 獲得最多選票的候選人，將獲提名註冊為家長校董，而獲得第二最多選票的候選人，將獲提名註冊為替代家長校董。
26. If the number of candidates equal to or less than the number of vacancies, the candidates will be automatically elected. If there are more than one vacancy, the successful candidates are the ones who obtain the greatest number of votes, then the next greatest and so on until all vacancies are filled. When two or more candidates obtain the same number of votes, lots shall be drawn to determine

the successful candidate. The principles of fairness, openness and simplicity should be observed in this regard.

26. 若候選人數目等於或少於空缺數目，該候選人會自動當選。如有多於一個家長校董空缺，獲得最多選票的候選人，可成功當選家長校董，然後是獲得第二最多選票的候選人，如此類推，直至填滿所有空缺為止。若兩個或以上候選人得票相同，會以抽籤方式決定當選人。有關規定應以公平、公正、公開及簡約為原則。
27. After the Election, the Returning Officer shall put all the cast ballot papers in an envelope, which will then be signed and sealed by him / her and the Chairperson of the Association. The envelope and the cast ballot papers should be kept by the Association for at least six (6) months for facilitating investigations in case of allegations against voting irregularity.
27. 選舉工作結束後，選舉主任應把所有已投的選票放入信封內。選舉主任和家教會主席須分別在信封面上簽署，然後把信封密封。信封和選票應由家教會保存最少六個月，以便在有人提出有關選舉不當的指控時，供調查之用。

### **Announcement of Results**

#### **公布結果**

28. The Returning Officer shall, within one week after the date of counting of votes, issue a letter to all parents by post/email/posting on the website of the Association or other means announcing the results of the Election.
28. 選舉主任須於點票日之後一星期內通過郵寄/電子郵件/張貼在家教會的網站或其他方式致函所有家長，公布選舉結果。

### **APPEAL**

#### **上訴**

29. Unsuccessful candidates may, within a week of the announcement of the voting result, appeal to the Association in writing setting out the grounds for appeal.
29. 落選的候選人可在選舉結果公布的一星期內，以書面方式向家教會提出上訴，並列明上訴的理由。
30. The Principal together with the Executive Committee of the Association shall investigate the validity of the grounds for appeal. After the investigation, the Principal together with the Executive Committee of the Association shall deliver a report stating the reason for allowing or dismissing the appeal.

30. 校長連同家教會執行委員會將調查的上訴理由是否成立。調查結束後，校長連同家教會執行委員會提交一份報告，說明允許或駁回該上訴的理由。

#### **FOLLOW-UP ACTION AFTER ELECTION**

##### **選舉後跟進事項**

31. The Association shall nominate to the IMC the parent(s) elected as the Parent Manager(s) of the School.
31. 家教會須向法團校董會提名獲選的家長，出任學校的家長校董。

#### **FILLING OF CASUAL VACANCIES**

##### **填補臨時空缺**

32. If a Parent Manager whose child is no longer a current student of the School during his / her term of office, he/she shall continue to be the Parent Manager until the term of office expires or the end of the school year, whichever is the earlier.
32. 若家長校董的子女在他/她的校董任期內不再是學校的現有學生，該校董的任期可持續至任期屆滿或該學年終結為止，兩者以較早者為準。
33. If a Parent Manager vacancy arises as a result of a Parent Manager resigning or being vacated during his / her term of office for whatever reason, the Association shall conduct a by-election in the same manner to elect another Parent Manager to fill the vacancy within two (2) months.
33. 如家長校董基於任何原因在任期內離任或被停任，而出現空缺，家教會須以同樣方式在兩個月內進行補選，填補有關的空缺。

## Annex I

### 附件一

## Sacred Heart Canossian College Parent-teacher Association

### 嘉諾撒聖心書院家長教師會

## Election of Parent Manager

### 家長校董選舉

#### Ballot Paper 選票

Voting Date:

投票日期：

Please read carefully the “Directions for Voting” overleaf before casting vote.

填寫選票前請細閱背頁的「投票人須知」

Please use a blue or black ball-point pen to mark a “✓” in the box against the number of the candidates you vote for. The number of “✓” you marked on the ballot paper should not be more than the number of vacancies. Otherwise, your ballot paper will be considered null and void.

請用藍色或黑色原子筆在選票上候選人編號旁邊的空格內加上「✓」號。你在選票上所填的「✓」號，不能超過空缺的數目，否則，選票便會作廢。

#### Candidates 候選人

- |                          |   |                      |           |
|--------------------------|---|----------------------|-----------|
| <input type="checkbox"/> | 1 | XXX(Name in English) | XXX(中文姓名) |
| <input type="checkbox"/> | 2 | XXX                  | XXX       |
| <input type="checkbox"/> | 3 | XXX                  | XXX       |

# Sacred Heart Canossian College Parent-teacher Association

## 嘉諾撒聖心書院家長教師會

### Directions for Voting

1. Put no other marks on the ballot paper other than the mark “✓” or it will be considered null and void.
2. Fold the ballot paper into two and do not let anyone see whom you vote for. The ballot is secret.
3. Put the ballot paper into the ballot box.

### 投票人須知

1. 除「✓」號外，請勿在選票上劃上其他記號，否則選票便會作廢。
2. 將選票對摺，切勿讓他人看見你的選擇。投票是保密的。
3. 將選票放入投票箱。

## Annex II

### 附件二

#### Ethical Conduct Required in the Parent Manager Election

#### 家長校董選舉中須留意的道德操守

##### Nomination of Candidates

##### 候選人的提名

1. Do not offer any advantage to get any person to stand or not to stand as a candidate.  
不得提供利益令任何人參選或不參選。
2. Do not offer any advantage to get any person having been nominated as a candidate to withdraw his / her candidature.  
不得提供利益令任何已獲提名的候選人退出競選。
3. Do not offer any advantage to get any candidate's not using his / her best endeavours to promote his / her candidature.  
不得提供利益令任何候選人不盡最大努力促使其本人當選。
4. Do not solicit or accept any advantage for any person's standing or not standing as a candidate.  
不得索取或接受任何人的利益而參選或不參選。
5. Do not solicit or accept any advantage for any person's withdrawal of his / her candidature.  
不得索取或接受任何人的利益，而在獲提名為候選人後退出競選。
6. Do not solicit or accept any advantage for any candidate's not using his / her best endeavours to promote his / her candidature.  
不得索取或接受任何人的利益，而不盡最大努力促使其本人當選。

7. Do not use or threaten to use force or duress to induce any person to stand or not to stand as a candidate, or to withdraw his / her candidature.

不得施用或威脅施用武力或脅迫手段令任何人參選或不參選，或退出競選。

8. Do not induce by deception, any person to stand or not to stand as a candidate, or to withdraw his / her candidature.

不得以欺騙手段令任何人參選或不參選，或退出競選。

## **Electioneering**

### **競選活動**

1. Do not make any materially false or misleading statement of fact including but not limited to the character, qualifications or previous conduct of a candidate or candidates.

不得發表包括（但不限於）候選人的品格、資歷或以往的行為的虛假或具誤導性達關鍵程度的陳述。

2. Do not take part in any activity that is likely to give rise to criticism and allegation of malpractices and should abide by the principle of fairness in election.

不得參與任何可能引致批評或指稱不適當的活動，並須遵守選舉的公平原則。

3. Do not state overtly or covertly the support of any person or organisation in any campaign activities, especially in the campaign literature before written consent has been obtained.

不得在任何競選活動中，特別是在競選刊物中聲稱或暗示獲得任何人士或機構支持，除非已得到該名人士或機構的書面同意。

## **Voting**

### **投票**

1. Do not offer any advantage to induce any person not to vote at an election.

不得提供利益，令他人在選舉中不投票。

2. Do not offer any advantage to induce any person to vote or not to vote for a particular candidate at an election.

不得提供利益，令他人在選舉中投票或不投票予某候選人。

3. Do not provide or pay for the provision of any food, drink or entertainment as an inducement to or a reward for any person's not voting at an election.

不得提供食物、飲料或娛樂，或償付用於提供該等食物、飲料或娛樂的費用，以影響他人在選舉中不投票。

4. Do not provide or pay for the provision of any food, drink or entertainment as an inducement to or a reward for any person's voting or not voting for a particular candidate at an election.

不得提供食物、飲料或娛樂，或償付用於提供該等食物、飲料或娛樂的費用，以影響他人在選舉中投票或不投票予某候選人。

5. Do not use or threaten to use force or duress against any person for the purpose of influencing his or any other person's voting decision.

不得向任何人施用或威脅施用武力或脅迫手段，以影響他人的投票決定。

6. Do not induce by deception any person not to vote at an election.

不得以欺騙手段誘使他人在選舉中不投票。

7. Do not induce by deception any person to vote or not to vote for a particular candidate at an election.

不得以欺騙手段誘使他人在選舉中投票或不投票予某候選人。