



裘錦秋中學(屯門)  
Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site: <http://www.jcctm.edu.hk>

電話 Tel.: (852)-2461 1555

傳真 Fax: (852)-2464 6161

電郵 E-mail: [mail@jcctm.edu.hk](mailto:mail@jcctm.edu.hk)

23<sup>rd</sup> February, 2024

Parental Notice 2023-2024/149

**Notice of Election of Parent Managers of the Incorporated Management Committee of  
Ju Ching Chu Secondary School (Tuen Mun)**

To whom it may concern :

Our school's Incorporated Management Committee (IMC) was officially registered and approved by the Education Bureau on June 22, 2009. The Parent-Teacher Association (PTA) of our school is recognized by the IMC as the sole parent-teacher organization and is authorized to conduct parent representative elections in accordance with the regulations set by the Education Bureau. One 'Parent Manager' and one 'Alternate Parent Manager' will be elected for a two-year term. ° The term of office for the "Parent Representatives" of the IMC for the **2023-2024** academic year will expire on April 7, 2024. Nominations are now being accepted for the "Parent Representatives" of the IMC for the **2023-2025** academic year."

The nomination period for the election will be from February 23, 2024 (Friday) to March 7, 2024 (Thursday). All parents of students enrolled in our school are eligible to become candidates. Interested parents who wish to become candidates must obtain an endorsement from at least one eligible voting parent as seconder before the nomination deadline (each parent can only endorse one candidate). After confirmation by the Election Director, they will be eligible to run for the election. Nomination forms can be downloaded from our school website (<http://www.jcctm.edu.hk>) ->School Administration“學校行政”->School Notice“學校通告” or obtained from the school office. Nomination forms can be submitted in person or by students to the designated collection box at the school office during the nomination period. For details, please refer to the schedule of the Parent Representative Election for the Incorporated Management Committee (Attachment 1)

Should you have any enquiries, please contact Mr. Ng Ka Wo through 24611555. For relevant information regarding the Incorporated Management Committee, please refer to the following website of the Education Bureau: <https://www.edb.gov.hk/tc/sch-admin/sbm/about-sbm/index.html>.

Yours faithfully,

Dr. Chan Yuet Ping

Principal

Ju Ching Chu Secondary School (Tuen Mun)



裘 錦 秋 中 學 (屯 門)  
Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site: <http://www.jcctm.edu.hk> 電話 Tel.: (852)-2461 1555 傳真 Fax: (852)-2464 6161 電郵 E-mail: [mail@jcctm.edu.hk](mailto:mail@jcctm.edu.hk)

---

**Reply Section of E-Class Notice**  
Non-payment notice

---

I acknowledge that I am aware of the notice concerning "Parent Representative Election for the Incorporated Management Committee".

**Recipients**

---

The intended recipients are all the students.



裘錦秋中學(屯門)  
Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site : <http://www.jcctm.edu.hk> 電話 Tel. : (852)-2461 1555 傳真 Fax : (852)-2464 6161 電郵 E-mail : [mail@jcctm.edu.hk](mailto:mail@jcctm.edu.hk)

(Annex I)

The procedures for the Parent Representative Election for the Incorporated Management Committee are as follows:

	Date	Procedure				
1	23/2/2024 (Friday)	Start of the nomination period				
2	7/3/2024 (Thursday) 4:30pm	Deadline for submission of nomination forms				
3	12/3/2024 (Tuesday)	Candidate Introductions for Parents (Candidate information and photos also uploaded to the school website)				
4	23/3/2024 (Saturday)					
		<table><tr><th>Voting</th><th>Counting</th></tr><tr><td>Time : 8:30am-4:30pm Venue: General Office (Ballot box located at the front desk of the General Office)</td><td>Time : 4:40pm Venue: G01(Parents are cordially invited to witness the counting process)</td></tr></table>	Voting	Counting	Time : 8:30am-4:30pm Venue: General Office (Ballot box located at the front desk of the General Office)	Time : 4:40pm Venue: G01(Parents are cordially invited to witness the counting process)
		Voting	Counting			
Time : 8:30am-4:30pm Venue: General Office (Ballot box located at the front desk of the General Office)	Time : 4:40pm Venue: G01(Parents are cordially invited to witness the counting process)					
(On the same day, the school will also be organizing a Parent-Teacher Association trip and a Parent Interest Workshop. We encourage all parents to actively participate in these activities.)						



裘錦秋中學(屯門)  
Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site : <http://www.jcctm.edu.hk> 電話 Tel. : (852)-2461 1555 傳真 Fax : (852)-2464 6161 電郵 E-mail : [mail@jcctm.edu.hk](mailto:mail@jcctm.edu.hk)

5	23/3/2024 (Saturday)	Notification of Election Results to Parents and Candidates (Results will be uploaded to the school website) Acceptance of Complaints Regarding Election Results
6	30/3/2024 (Saturday) 4:30pm	Deadline for submission of complaints



裘錦秋中學(屯門)  
Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site: <http://www.jcctm.edu.hk> 電話 Tel.: (852)-2461 1555 傳真 Fax: (852)-2464 6161 電郵 E-mail: [mail@jcctm.edu.hk](mailto:mail@jcctm.edu.hk)

---

(Annex II)

Ju Ching Chu Secondary School (Tuen Mun)  
Incorporated Management Committee  
The Regulations of Election of Parent Managers

1. The Candidature

- 1.1 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.
- 1.2 A parent should not be nominated in the event of the following situations –
  - 1.2.1 He / She is a serving teacher of the School; or
  - 1.2.2 He / She does not meet the registration requirements of managers set out in Section 30 of the Education Ordinance; or
  - 1.2.3 He / She has been elected as parents manager for 2 consecutive terms.
- 1.3 No one can serve as a parent manager and an alumni manager at the same time. Thus, if there are two elections under different categories to be conducted concurrently in a school, no one should stand as candidate in more than one election.

2. Number and Tenure

As specified in the IMC constitution, there is one parent manager and one alternate parent manager in an IMC. The term of office of the parent managers shall be two years<sup>†</sup>. The parent-teacher association (“the PTA”) should nominate the elected parents for registration as a parent manager and an alternative parent manager after the parents manager election which should be held between September and November. The tenure of parent manager serving the first term and alternate parent is one year.

3. The relationship with the Parent-Teacher Association

The parent manager must attend the meeting of the executive committee at least thrice a year in order to strengthen the connection between the PTA and the IMC.

4. Nomination Procedures

4.1 Returning Officer

The PTA should assign a person, who may be elected amongst the office-bearers of the RPTA or a teacher appointed by the school, to serve as the Returning Officer. The Returning Officer should oversee the different aspects of work including making of nominations, issuance of ballot papers and counting of votes, but he / she must not be a candidate for the parent manager election



# 裘錦秋中學(屯門)

## Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site: <http://www.jcctm.edu.hk> 電話 Tel.: (852)-2461 1555 傳真 Fax: (852)-2464 6161 電郵 E-mail: [mail@jcctm.edu.hk](mailto:mail@jcctm.edu.hk)

---

### 4. 2 Period of Nomination

The period of nomination shall expire at least 14 days from the date of commencement of the nomination.

### 4. 3 Nomination

4. 3. 1 The Returning Officer shall issue a letter enclosing a nomination form and informing all parents of the matters in relation to the Election including of the number of parent manager vacancies, the period of nomination, method of nomination, date of voting, counting of votes and announcement of results and other relevant information. At the same time, the Returning Officer shall inform all parents of the eligibility of candidates(paragraphs 1.1 to 1.3 above refer) and responsibilities of a school manager. A parent may nominate oneself or another eligible candidate to stand for the election.

4. 3. 2 If the number of candidates equal to or less than the number of vacancies, the candidates will be automatically elected. If no one stands for candidature in the election, the PTA may consider extending the deadline of nomination or conducting the election again after a lapse of some time. The election procedures should cater for such occasions and special arrangements should be made according to the principle of fairness and transparency.

### 4. 4 Candidates' Information

4. 4. 1 Each nominated candidate should supply a brief introductory statement of his / her personal information to the Returning Officer within 200 words as specified by the PTA and should be required to declare whether he / she meets the registration requirements of managers set out in Section 30 of the Education Ordinance. This helps parent to decide whether he / she is suitable to be an eligible candidate.

4. 4. 2 The Returning Officer should, not less than seven (7) days before the day of voting, issue a letter to all parents notify the names of the candidates being nominated and the brief introductory statements of the candidates, including their declarations. The letter should also explain the procedures and the time-table of the election.

## 5. Electors' Eligibility

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. All eligible electors have equal voting right. Every parent should vote individually and should have only one vote irrespective of the number of children the parent has at the school. A ballot paper may be given to the guardian of the student or the person who has the actual custody of the student if such a request is received and school's verification is obtained.

## 6. Election Procedures

### 6. 1 Date of Voting

The period between the date of voting for parent manager election and the deadline of nomination should at least be two weeks.



# 裘錦秋中學(屯門)

## Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site: <http://www.jcctm.edu.hk> 電話 Tel.: (852)-2461 1555 傳真 Fax: (852)-2464 6161 電郵 E-mail: [mail@jcctm.edu.hk](mailto:mail@jcctm.edu.hk)

---

### 6.2 Voting method

- 6.2.1 The voting should 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 should not let the other electors see whom they have voted for.
- 6.2.2 A ballot box shall be made available for the election. It should be locked and the key should be kept by the Returning Officer. The Returning Officer shall inform all parents of the voting arrangements in advance.

### 6.3 Counting of votes

- 6.3.1 The Returning Officer should invite all parents, candidates, and / or the principal to witness the counting of votes.
- 6.3.2 The chairperson of PTA, the Returning Officer and / or the principal shall be present to witness the counting. During the time of counting the votes, the Returning Officer must make sure that all ballot papers have been poured out from the ballot box before counting starts. Under the following circumstances, the ballot paper will be declared invalid:
  - (a) the number of candidates being voted on the ballot paper exceeds the number of vacancy for that election;
  - (b) the ballot paper has not been marked properly; or
  - (c) the ballot paper is marked in such a way that the identity of the elector can be traced.
- 6.3.3 If there is only one parent manager vacancy and one alternate parent manager vacancy, 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, lots shall be drawn to determine the successful candidate.
- 6.3.4 After the election, the Returning Officer should put all the cast ballot papers in an envelope, which will then be signed and sealed by him / her and the chairperson of the PTA. The envelope and the cast ballot papers should be kept by the PTA for at least six months as they might be needed for investigation purposes in case of allegations against voting irregularity.

### 6.4 Announcing Results

- 6.4.1 Electoral Officer can write to all parents to announce the election result.
- 6.4.2 Unsuccessful candidate may, within one week of the announcement of results, appeal to the PTA in writing together with the reasons.
- 6.4.3 It would not be accepted if the appeal without reason.
- 6.4.4 The Chairman of the Executive Committee shall appoint one parent who did not participate in the vote and one teacher who did not participate in the vote-counting process, appointed by the principal, as appeal committee members to handle appeals. If a recount is necessary, the complainant and all candidates must be invited to attend the observation.



# 裘錦秋中學(屯門)

## Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site : <http://www.jcctm.edu.hk> 電話 Tel. : (852)-2461 1555 傳真 Fax : (852)-2464 6161 電郵 E-mail : [mail@jcctm.edu.hk](mailto:mail@jcctm.edu.hk)

---

6. 4. 5 The decision of the appeal committee is final. If the two appeal committee members cannot reach a unanimous decision, the appeal will be referred to the executive committee for a final decision.

### 7. Follow-up Action after Election

The PTA shall nominate the parent(s) elected as the parent manager(s) of the school and notify the IMC of the result of the parent manager election. Meanwhile, the elected parent(s) shall apply to the Permanent Secretary for registration as manager of the school in a specified form.

### 8. Filling of Vacancies

8. 1 If a parent manager whose child is no longer a current pupil of the school during his / her term of office, he / she shall continue to be the manager until the term of office expires or the end of the school year, whichever is the earlier.

8. 2 If a parent manager vacancy arises out of either the expiry of term of office or resignation tendered by the manager during the term of office, the PTA shall conduct an election and make nomination of parent 7 managers to fill the vacancy within three months. If the PTA cannot make such nomination accordingly, the IMC may apply on good grounds to the Permanent Secretary for extension of the period for filling the vacancy.

### 9. Points to Note

9. 1 The election of the parent managers and office-bearer(s) of the PTA may be conducted concurrently to elect the parent managers and office-bearer(s) of the PTA respectively. However, the PTA shall pay heed to electors' eligibility in the two elections and make appropriate arrangements in the voting procedures to prevent electors from confusing the candidates for the two elections.

9. 2 Parents, being candidates and voters in the parent manager election, should note the ethical conduct listed at Annex I to ensure fairness in the election process.

### 10. Amendment to the regulations

The regulations can be amended by the executive committee through a resolution If necessary.





裘錦秋中學(屯門)  
Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site: <http://www.jcctm.edu.hk> 電話 Tel.: (852)-2461 1555 傳真 Fax: (852)-2464 6161 電郵 E-mail: [mail@jcctm.edu.hk](mailto:mail@jcctm.edu.hk)

(Annex III)

Guideline of Election of Parent Managers

Education Ordinance 30

Provisions relating to Election of Parent Managers

Content

The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that —

- 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 —
  - (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.



# 裘錦秋中學(屯門)

## Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site: <http://www.jcctm.edu.hk> 電話 Tel.: (852)-2461 1555 傳真 Fax: (852)-2464 6161 電郵 E-mail: [mail@jcctm.edu.hk](mailto:mail@jcctm.edu.hk)

---

(Annex IV)

### Ethical Conduct Required in the Parent Manager Election

#### Nomination of Candidates

1. Do not offer any advantage to get any person to stand or not to stand as a candidate.
2. Do not offer any advantage to get any person having been nominated as a candidate to withdraw his candidature.
3. Do not offer any advantage to get any candidate's not using his best endeavours to promote his candidature.
4. Do not solicit or accept any advantage for any person's standing or not standing as a candidate.
5. Do not solicit or accept any advantage for any person's withdrawal of his candidature.
6. Do not solicit or accept any advantage for any candidate's not using his best endeavours to promote his candidature.
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 candidature.
8. Do not induce by deception, any person to stand or not to stand as a candidate, or to withdraw his candidature.

#### Electioneering

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

#### Voting

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



裘錦秋中學(屯門)  
Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site : <http://www.jcctm.edu.hk> 電話 Tel. : (852)-2461 1555 傳真 Fax : (852)-2464 6161 電郵 E-mail : [mail@jcctm.edu.hk](mailto:mail@jcctm.edu.hk)

---

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



裘錦秋中學(屯門)  
Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site : <http://www.jcctm.edu.hk>

電話 Tel. : (852)-2461 1555

傳真 Fax : (852)-2464 6161

電郵 E-mail : [mail@jcctm.edu.hk](mailto:mail@jcctm.edu.hk)

Ju Ching Chu Secondary School(Tuen Mun)  
Incorporated Management Committee  
Parent Manager Election Nomination Form

Important Notes for Completing the Nomination Form:

1. please submit the nomination form directly to the designated collection box at the school office through your child or in person before 4:30 PM on Thursday, March 7, 2024
2. All parents of current students in our school are eligible to register as candidates for Parent School Board members.
3. The information on this page will be published on the school website to relased to all parents in the school to get to know the candidates

Part A

Names of candidate : \_\_\_\_\_

Name and class of student : \_\_\_\_\_ (Class: \_\_\_\_\_)

Relationship between candidate parent and student : \_\_\_\_\_

Part B

Name of nominator : \_\_\_\_\_

Name and class of student : \_\_\_\_\_ (Class: \_\_\_\_\_)

(If the nominator is the candidate parent, it does not need to be filled out)

Name of Seconder : \_\_\_\_\_

Name and class of student : \_\_\_\_\_ (Class: \_\_\_\_\_)

~~~~~

裘錦秋中學(屯門)  
Ju Ching Chu Secondary School (Tuen Mun)