

# The Hong Kong Chinese Christian Churches Union Logos Academy Parent-Teacher Association Constitution

## 香港華人基督教聯會真道書院家長教師會章程

### **NAME**

The Chinese name of the Association shall be named “香港華人基督教聯會真道書院家長教師會” and the English name shall be “HKCCCU Logos Academy Parent-Teacher Association” or abbreviated as “LAPTA”.

### **1. ADDRESS**

The address of the Association shall be No 5, Ling Kwong Street, Tseung Kwan O, Hong Kong.

### **2. OBJECTIVES**

- a. To advise the HKCCCU Logos Academy (hereinafter referred to as “the School”) on the viewpoints of parents and guardians of the students.
- b. To support and sustain the mission of the School, in particular for students and teachers, for the advancement of education.
- c. To strengthen communication, relationship and co-operation amongst the School, parents and teachers so as to complement mutual assistance and cooperation between home education and school education in order to improve the effectiveness of the School.
- d. To discuss issues of concern of parents, the School and teachers; to support the development of school affairs and to jointly improve and promote student welfare.
- e. To enhance communication amongst parents, the School and teachers to facilitate healthy mental and physical development of students.
- f. To enhance communication and understanding amongst members and to launch activities for the healthy and mental benefits of members.
- g. To hold Parent Manager Election and nominate the Parent Manager for The Hong Kong Chinese Christian Churches Union Logos Academy Management Committee Limited (hereinafter referred to as “the School Management Committee”).

### **3. MEMBERSHIP**

- a. Teacher members: current Principal, Deputy Principals, Assistant Principals and teachers of the School.
- b. Parent members: The parents or guardians or persons having the actual custody of current students of the School. Each student may be given two members for the parents; where there are no parents, one member for the guardian or person having

actual custody of the student.

c. Should the Principal, Deputy Principal, Assistant Principal or any teacher is at the same time the parent or guardian of any students of the School, his/her membership should be categorized as “teacher member”.

d. A parent member should have only one vote no matter how many of his/her children are students of the School.

e. All parent members are required to pay an annual membership fee which is determined by the Association. The parent member may not exercise his/her membership’s rights if he/she has not paid the annual membership.

#### **4. MEMBERSHIP’S RIGHTS**

a. Only parent members have the right to elect and be elected as Executive Committee members of the Association.

b. All members have the right to propose, second and vote on motions in Members’ General Meetings.

c. All members are at liberty to attend Members’ General Meetings and participate in all activities organized by the Association.

#### **5. MEMBERSHIP’S RESPONSIBILITES**

a. All members shall have the responsibility to attend Members’ General Meetings, the obligation to obey this Constitution and follow the decisions and resolutions passed in Members’ General Meetings or Executive Committee Meetings.

b. Members have no responsibility, other than the annual membership fee, to advance any financial assistance to the Association. All members are at liberty to make voluntary donation to the Association.

#### **6. STRUCTURE**

a. The Association is organized by Members’ General Meeting.

b. Members’ General Meeting is formed by all members which is the highest authority of the Association. During the recess of the Members’ General Meeting, all business and affairs of the Association shall be conducted by the Executive Committee.

c. The Session of the Executive Committee shall commence from 1 January of each calendar year until 31 December of the same year.

d. The Executive Committee should be constituted by eight to twelve Parent Executive Members and four to six Teacher Executive Members. The ratio of Parent Executive Members to Teacher Executive Members should be about 2:1.

e. Four to six Teacher Executive Members (one being the Principal) shall be appointed by the School from teacher members prior to the Annual General Meeting and they shall be confirmed during Annual General Meeting. The Principal shall serve as the Consultant of the Executive Committee.

f. Eight to twelve parent members are to be elected with the highest number of votes as Parent Executive Members with immediate effect during the Meeting for the formation of the Association. They shall use the method of general election amongst

themselves to elect the parent office bearers of the First Executive Committee.

g. Apart from the First Executive Committee, all Parent Executive Members shall be elected by “one person one vote” in secret ballot in the Annual General Meeting before the commencement of the following Session of the Executive Committee. The remaining candidates in the immediate preceding election shall stand as replacement Parent Executive Members if there is any vacancy during the Session of the Executive Committee. The replacement list will rank in the descending order of the numbers of votes obtained by the remaining candidates. The newly elected parents shall after the Annual General Meeting convene a meeting as soon as possible. They shall use the method of general election amongst themselves to elect the following parent office bearers of the next Executive Committee (if more than one person has obtained the same number of votes, a second general election shall be conducted until a person who has obtained the highest number of votes shall be elected. If the number of votes shall still be the same, the method of drawing lots shall be adopted):

i. Chairman (1 person): the post shall be held by the Parent Executive Member who shall be responsible for convening and in charge of Members’ General Meetings and Executive Committee Meetings and shall lead the Executive Committee to implement and develop the business of the Association.

ii. Vice-chairmen (2 persons): the posts shall be held by 1 Teacher Executive Member and 1 Parent Executive Member for assisting the Chairman to implement all businesses. During the absence of the Chairman, the Parent Vice-chairman shall take the place of Chairman.

iii. Secretary (2 persons): the posts shall be held by 1 Parent Executive Member and 1 Teacher Executive Member to deal with all meeting minutes, information and to prepare the relevant meeting agenda.

iv. Treasurer (1 person): the post shall be held by 1 Parent Executive Member to deal with all incoming and outgoing ledgers, to submit balance sheets and accounts to Honorary Auditor for audit purpose and to submit the same to Members’ General Meeting for resolution.

v. Committee Members: the remaining Parent Executive Members and Teacher Executive Members. They shall be responsible for planning and implementing all business and all kinds of relevant liaison, educational, recreational, academic and experience-exchange activities, and etc.

h. The term of Parent Executive Members shall be one year. Each parent member cannot serve as a Parent Executive Member for more than 3 consecutive terms. There is no upper limit on the total number of terms a parent member can serve as a Parent Executive Member.

i. In the case of no replacement Committee Member as specified in Clause 6g, the Executive Committee shall have the power at any time, and from time to time, to appoint any parent member of the Association to be an Executive Member, either to fill a casual vacancy or as an addition to the existing executives, but so that the number of Parent Executive Members and Teacher Executive Members shall not at any time exceed the limit fixed in accordance with these articles. Any executive so appointed shall hold office only until the next Annual General Meeting, and shall then

be eligible for re-election subject to the provision of Clause 6h.

j. The Executive Committee has the right to invite any person to act as consultant of the relevant committee for any designated purpose.

k. For any one term of executive membership, no two executive members shall come from the same family.

l. All members of the Executive Committee shall be voluntary officers save the salaries of the teacher members as employees of the School.

## **7. MEETINGS**

a. Members' Annual General Meeting

i. An Annual General Meeting shall be called by 21 days' notice in writing to all members at the least. Other than an Annual General Meeting and a Members' Extraordinary General Meeting (a meeting for the passing of a special resolution), a meeting of the Association shall be called by 14 days' notice to all members in writing at the least. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and the hour of the meeting and, in case of special business, the general nature of the business shall be given, in manner hereinafter mentioned or in such other manner, if any, as may be prescribed by the Association in general meeting, to such persons as are, under the Constitution, entitled to receive such notice from the Association

ii. Annual General Meeting shall be conducted with not more than a lapse of 15 months between the date of one annual general meeting of the Association and that of the next meeting or before the end of the Session of the Executive Committee (whichever earlier), and be convened by the Chairman. The Chairman shall during the meeting give a report on all general business. After the Treasurer's report on financial status, the financial report shall be resolved by the meeting. Election shall be conducted during the meeting in order to elect the Parent Executive Members and confirm the Teacher Committee Members of the Executive Committee Members for the next term.

iii. The quorum of the meeting shall be a minimum of 50 parent members. All motions shall be resolved if supported by more than half of the members present. Resolutions shall not contravene the objectives of the Association.

iv. If during the Annual General Meeting, the number of parent members present does not reach the quorum thirty-minutes after the commencement time as stated in the annual general meeting notice, the Annual General Meeting shall be adjourned to seven days later, at the same time and place, or to such other day and at such other time and place as the Executive Committee may determine with 7 days' notice in writing to all members at the least, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

b. Executive Committee: At least 3 meetings shall be convened each year, and the number of persons to attend shall at least be two-thirds of the Executive Committee. All business to be resolved during the meeting shall have the consent of more than

half of the Executive Committee Members who attended in order to be effective.

c. **Extraordinary General Meetings:**

Extraordinary General Meetings can be convened by the Chairman, or any two Executive Committee members, or by the written request of 20% or more of members of the Association who jointly sign and list particular issues to be discussed with names of students and the respective class stated and to be convened by the Chairman or the Executive Committee. Within 28 days after the receipt of the written request, the Chairman or the Executive Committee shall convene the meeting in which all issues to be discussed and resolved shall be restricted to those listed in the joint request. The quorum and the method of notifying members to attend meeting shall be the same as those of Members' Annual General Meeting.

d. In any of the aforesaid meetings, if the respective number of votes in support and dissent shall be the same, the Chairman shall have 1 additional decisive vote.

## **8. FINANCIAL MATTERS**

a. The Association can apply money for developing businesses and discharging expenditure.

b. The Treasurer shall report the financial status of the Association during each Executive Committee Meeting and shall prepare the balance sheet of the financial year. The Treasurer shall, after the Honorary Auditor's audit, submit the audited account to the Annual General Meeting for resolution.

c. The Executive Committee shall deposit all the money received by the Association into the designated bank account. All cheques to be issued shall be duly signed by two authorized persons (i.e. any one person amongst the Chairman, Parent Vice-chairman and the Treasurer plus any one person from the Principal and the Teacher Vice-chairman) in order to be validated.

d. All expenditures shall need prior approval of the Executive Committee. The Executive Committee shall, according to the actual circumstances, set out detailed principles that for expenditures below a certain amount, the Executive Committee can give endorsement after such payment is made.

e. The Association can accept all financial donations which are made in accordance with the objective of the Association.

f. The Executive Committee shall have the discretion to allot a certain amount of money from the Association to the School for provision of scholarships, prizes or other uses that are commensurate with the objectives of the Association.

g. Should the Association incur any debt during the Session of the Executive Committee, the Executive Committee Members who serve/served during the same Session shall be liable.

h. The financial year of the Association shall be from 1 September to 31 August of the following year.

## **9. AUDIT**

The Executive Committee shall invite one member or any independent person to act as the Honorary Auditor, who shall audit the account of the Association at least once a

year.

## **10. AMENDMENT OF CONSTITUTION/DISSOLUTION OF LAPTA**

- a. If it is desirous to dissolve the Association, the approval of two thirds or above of the members who attended the General Annual Meeting or Extraordinary General Meeting is required. After dissolution, all the remaining assets shall be donated to the School Management Committee.
- b. If it is desirous to amend the constitution herein, approval of two thirds or above of the members present at the Annual General Meeting or Extraordinary General Meeting is required. The date of the meeting and the amendments sought shall be notified in writing by the Executive Committee to all members at least 2 weeks prior to the scheduled meeting.

## **11. APPENDIX**

- a. The administrative matters of the School are sole affairs of the School which shall not fall within the scope of matters to be discussed by the Association.
- b. Should there be any dispute on school or LAPTA matters amongst Parents and Teachers Members, the same shall be disposed of by the School.
- c. Should there be any conflict between this English version of the Constitution with the Chinese version of the Constitution, the English version shall prevail.

## **12. ELECTION OF PARENT MANAGER**

The Association shall elect parent manager nominees for the School Management Committee in accordance with the following procedure.

- a. Only the parent or guardian or person having the actual custody of current students of the School is eligible to become a candidate except those who:-
  - (i) are serving teachers of the School; or
  - (ii) do not meet the registration requirements of manager set out in section 30 of the Education Ordinance; or
  - (iii) are already manager(s) of the School Management Committee in another capacity or are seeking nomination as such manager in another capacity.
- b. The Association shall elect such number of parent manager as stipulated in the School Management Committee's Articles of Association.
- c. The term of office is 1 year from 1 June to 31 May of the following year.
- d. The Association may assign a Returning Officer to monitor the nominations and supervise the issue of ballot papers and counting of votes. The Returning Officer must not be a candidate for the parent manager election.
- e. The Returning Officer may issue a letter informing all parents of the parent manager vacancy, the period of nomination, method of nomination, date of voting, date of counting session, date of announcement of results and other relevant information, with a nomination form attached. The letter should also outline the eligibility and responsibilities of candidates.
- f. A parent may nominate himself/herself or another eligible candidate to stand for the election. One parent can nominate one person only and such nomination must be

seconded by two other parents. The written consent of the candidate to stand for election must also be obtained.

g. If the number of candidates is equal to or less than the number of vacancies, the candidate(s) will be elected automatically. If no one is nominated, the deadline of nomination may be extended.

h. Each nominated candidate should supply a brief statement of his/her personal information to the Returning Officer within such number of words as stipulated by the Returning Officer. In the brief statement, the candidate must declare whether he/she has violated section 30 of the Education Ordinance regarding the grounds for refusal to register as manager by the Permanent Secretary for Education.

i. Not less than 7 days before the election day, the Returning Officer should issue another letter to all parents listing the names of the candidates with their brief statements and declarations. The letter should also explain the procedure and timetable of the election. If so required, the Returning Officer may arrange a meeting for the candidates to introduce themselves to all parents and answer questions.

j. All parents of current students of the School are eligible to vote. A teacher of the School who is a parent also has the right to vote. Every parent should vote individually and has one vote irrespective of the number of children the parent has at the School. Each student may be given two votes for the parents or, where there are no parents, one vote for the guardian or person having actual custody of the student.

k. The periods between the date of voting and the deadline of nomination should at least be 2 weeks.

#### l. Voting Method

(i) Voting should be conducted by secret ballot. Electors are not allowed to put down their names or any other marks of identification on the ballot papers.

(ii) The Returning Officer should provide locked ballot boxes at the School and inform the parents of the ways of casting votes, such as in person or by post or in sealed envelopes given to class teachers by students or any combination of ways.

#### m. Counting of Votes

(i) The Returning Officer should arrange a counting session and invite all parents, candidates, executives and the Principal of the School to attend and witness counting of votes.

(ii) A ballot paper will be deemed to be invalid if it is not marked properly or is marked in such a way that the identity of the elector can be traced.

(iii) The one who obtains the greatest number of votes will be nominated for registration as the parent manager. The second greatest number will be nominated for the registration as alternate parent manager. Where two or more candidates obtain the same number of votes, the successful candidates should be chosen by drawing lots.

(iv) The ballot cast should be put in a sealed envelope signed by the Returning Officer and any one executive and kept by the Association for at least 6 months.

#### n. Announcing Results

The Returning Officer may inform the parents of the results of election by notice to be distributed.

#### o. Appeal

- (i) Unsuccessful candidates may, within 7 days of the announcement, appeal to the Association in writing together with the reasons.
- (ii) Appeal without reason will not be entertained.
- (iii) The Executive Committee will convene an appeal sub-committee comprising one parent and one teacher appointed by the Principal to adjudicate on the appeal. The two sub-committee members must not have participated in the previous vote counting. If re-counting of votes is required, the appellant and other candidates must be invited to attend. The decision of the appeal sub-committee is final. If the sub-committee cannot reach a unanimous decision, the appeal will be decided by the Executive Committee.

p. Follow-up actions

The Association shall submit the name(s) of the successful candidate(s) to the School Management Committee for registration as parent manager.

q. Causal Vacancies

- (i) A parent manager whose child is no longer a current student of the School during his/her term of office shall continue to be the manager until the term of office expires or at the end of the school year, whichever is the earlier.
- (ii) A parent manager vacancy arising from resignation during a term of office shall be filled by a by-election in the same procedure as aforesaid within 3 months.

## 會名

本會定名為香港華人基督教聯會真道書院家長教師會，英文名稱為“HKCCCU Logos Academy Parent-Teacher Association”或簡稱“LAPTA”。

### 1. 會址

本會會址為新界將軍澳嶺光街5號。

### 2. 宗旨

- a. 就香港華人基督教聯會真道書院（以下簡稱“學校”或“本校”）的事務，表達學生家長和監護人的觀點。
- b. 支持和維持學校的教育使命，尤其是與學生和教師相關的。
- c. 加強家長與學校和教師間之聯繫和合作，使家庭教育及學校教育得以相輔相承，增進教學成效。
- d. 商討家長與學校和教師間共同關注的問題，支持學校發展校務，合力改善及提高學生之福利。
- e. 促進家長與學校和教師間之溝通，以協助學生身心健康發展。
- f. 促進會員之溝通了解，及為會員舉辦有益身心的活動。
- g. 舉辦家長校董選舉以提名家長校董進入香港華人基督教聯會真道書院校董會有限公司(以下簡稱“校董會”)。

### 3. 會員

- a. 教師會員：現任本校校長、副校長、助理校長及教師。
- b. 家長會員：本校各級學生父母、法定監護人或實際管養該學生的人士。每個家庭的父母均可成為會員，每個家庭最多有兩名會員；若沒有父母，該學生的一位監護人或管養該學生的人士可成為會員。
- c. 若本校校長、副校長、助理校長或教師同時是本校學生家長或監護人，其身份仍屬教師會員。
- d. 家長會員無論就讀本校子女若干，只有一票之投票權。
- e. 每位家長會員得按本會指定繳付本會釐定之年度會員費。如果家長會員沒有支付年度會員費，則不得行使其會員之權利。

### 4. 會員之權利

- a. 只有家長會員才有選舉和被選舉為常務委員會委員的權利。
- b. 所有會員於會員大會議案均有動議、和議和表決權。
- c. 所有會員均享有出席會員大會及參加本會舉辦一切活動之權利。

### 5. 會員之義務

- a. 所有會員均有義務出席會員大會、遵守會章及會員大會或常務委員會通過的決議。
- b. 除會員年費以外，會員並無義務向本會提供金錢資助。惟任何會員均可自願捐款予本會。

### 6. 組織

- a. 本會經由會員大會組成。
- b. 會員大會由全體會員組成，為本會的最高權力機構。在會員大會休會期間，本會的所有會務均由常務委員會處理。
- c. 本會常務委員會之任期由每年一月一起至同年十二月三十一日止。
- d. 常務委員會由八至十二名家長委員及四至六名教師委員組成。家長委員對教師委員的比例應維持約二比一。
- e. 四至六名教師委員(其中一委員為校長)應於舉行週年會員大會前由校方從教

師會員間委任，並且在會上確認。校長將出任為常務委員會顧問。

f. 本會成立大會，將用投票方式以票數最高者選出八至十二名家長會員即時成為常務委員會家長委員，並以互選方式決定第一屆常務委員會之職位。

g. 除第一屆外，常務委員會的新任期開始之前的週年會員大會中，家長會員以一人一票不記名方式投票，以票數最高者選出不超過十二名家長會員為下任常務委員會家長委員，其餘依次成為下任常務委員會家長候補委員。當選家長會員應於週年會員大會之後，盡快舉行會議，以互選方式決定下任家長常務委員之職位(如超過一人票數相同，應再作另一次互選，以得票最多者當選。若票數仍然相同，則用抽籤決定)：

i. 主席(一人)：由家長委員出任，負責召開並主持會員大會及常務委員會會議，領導常務委員會推行會務的發展。

ii. 副主席(二人)：由教師委員及家長委員各一人出任，協助主席推動一切會務，如主席缺席時，得由家長副主席代主席職權。

iii. 書記(二人)：由教師委員及家長委員各一人出任，處理會議議程、資料及記錄事宜。

iv. 司庫(一人)：由家長委員出任，處理一切收支帳目，每年需將結算交予義務核數師審核，並提交會員大會通過。

v. 委員：其餘家長委員及教師委員，負責策劃及推行一切會務與各類有關聯誼、教育、康樂、學術及經驗交流活動等。

h. 家長委員的任期均為一年。每位家長不得連續出任家長常務委員超過三年，出任家長常務委員的任期總數則不設上限。

i. 在沒有第 6g 條文所述的候補委員的情況下，常務委員會隨時有權委任任何家長會員成為委員，以填補臨時空缺或增添委員，但家長委員及教師委員數目不得在任何時間，超過本章條文規定之數量。任何如此獲委任的常務委員，其任期僅至下屆週年會員大會，並可競選尋求連任。

j. 常務委員會有權為任何特定的目的，邀請任何人士擔任有關小組之顧問。

k. 在同一屆任期內，同一家庭不可以有兩名成員出任常務委員會的委員。

l. 常務委員會的所有工作人員均為義務人員，除卻教師委員因受聘校內出任教師而得享應有之薪酬。

## 7. 會議

### a. 週年會員大會：

i. 召開週年大會須有為期最少21 天的書面通知予所有會員。而除週年大會或為通過特別決議而召開的特別會員大會外，本會的其他會議亦須有為期最少14 天的書面通知予所有會員，始可召開。通知期並不包括送達或當作送達通知的當日，亦不包括舉行會議當日。會議通知書須指明開會的地點、日期及時間，如有特別事務，則須指明該事務的一般性質。上述的通知書須以下文所述的方式，或按本會在大會上訂明的其他方式(如有的話)，發給根據本會的章程細則有權接收本會上述通知書的人。

ii. 週年會員大會得在與本會下一次週年大會的日期相隔的時間不得多於15 個月或常務委員會任期屆滿前(以較早者為準)舉行，由主席負責召開。會上主席須就本會的一般會務作出報告，經司庫報告財政狀況後，大會須通過本會財務報告，並須舉行選舉，以選出下一任常務委員會家長委員及確認教師委員。

iii. 會員大會之法定出席家長人數為五十人。一切動議須得與會者過半數通過方可成為決議。決議以不違反本會宗旨為原則。

iv. 如週年會員大會召開時，出席者於大會書面通知的預定開始時間後三十分鐘仍未達法定出席家長人數，則會議須延期至七日後在同一時間地點舉行，或延期至常務委員會所決定的其他日期、時間及地點舉行，並以最少7天的書面通知予所有會員；如在指定的延會時間之後半小時內，未有法定人數出席，則出席的成員即構成法定人數。

b. 常務委員會：每年最少召開三次會議，每次出席會議之人數，最少為全體常務委員之三份二。會議上一切決議須經出席常務委員過半數同意，始能生效。

c. 特別會員大會：特別會員大會可由主席或兩位常務委員召開，或由百份之二十或以上的本會會員聯名簽署，提出列明討論某項事宜及列明學生姓名及班別的書面要求後，由主席或常務委員會召開。主席或常務委員會接獲要求後，須於二十八天內召開大會，而大會討論及表決之事項，只限於聯署信內所列明之各項。法定出席人數及通知會員出席會議之方法一如週年會員大會。

d. 在上述的所有會議中，若贊成與反對的票數相同，則主席可多投決定性之一票。

## 8. 財務

a. 本會可將本會的款項用於發展會務和支付各項開支。

b. 司庫須於常務委員會的會議中，報告本會的財政狀況；並須制作該財政年度之收支結算表，經義務核數師核妥後，提交會員大會通過。

c. 常務委員會應將本會所收到的全部款項，存放在一間指定的銀行。提取本會款項的所有支票均須由經授權的二人簽署（即由主席、家長副主席、司庫三人中其中一人，及校長、教師副主席二人其中一人簽署），方屬有效。

d. 所有支出均須先得常務委員會批准，惟常務委員會可按情況需要，制定細則，規限某金額以下之支出，可於付款後，由常務委員會追認。

e. 本會可接受一切符合本會宗旨為目的之財政捐助。

f. 常務委員會有權酌情決定從本會的款項中，撥出某些數目予學校，以供設立獎學金、獎項或其他符合本會宗旨的用途。

g. 本會在常務委員會任期內如有欠債，則該任期的常務委員會成員須負上責任。

h. 本會的財政年度由每年九月一日至翌年八月三十一日止。

## 9. 核數

常務委員會須邀請一名會員或任何一位獨立人士出任義務核數師，負責每年最少查核本會的帳目一次。

## 10. 修改會章 / 解散家長教師會

a. 若要解散本會，須得出席週年會員大會或特別會員大會之三分二或以上會員通過。本會解散後，所餘資產須捐贈本校之校董會。

b. 修改會章，須得出席週年大會或特別會員大會之三分二或以上會員通過。開會日期及所需修改之會章項目，須於會議前最少兩星期，由常務委員會主席以書面通知所有會員。

## 11. 附則

a. 有關學校行政事宜屬校方之決策，不在本會討論之列。

b. 如家長會員、教師會員之間因校務或本會會務發生爭端，概由校方處理。

c. 若此中文會章與英文會章的內容闡釋出現分歧，一切以英文會章版本為準。

## 12. 家長校董選舉

本會將按以下程序舉行選舉，獲選家長將被提名為校董會家長校董。

a. 只有本校各級學生父母、法定監護人或實際管養該學生的人士有資格參選，

惟以下人士除外：

- (i) 本校各現職教師；或
  - (ii) 不符合教育條例第 30 條所列明的校董註冊要求的人士；或
  - (iii) 校董會內各其他界別校董或其候選人。
- b. 本會將按校董會章程內所訂明的代表數目選出悉數家長校董。
- c. 家長校董任期為每年 6 月1 日至翌年5 月31 日，為期一年。
- d. 本會可委任一名選舉主任以監察選舉提名及監督分發選票和點票工作。選舉主任不可在該家長校董選舉中參選。
- e. 選舉主任可連同提名表格，發信通知所有家長有關家長校董空缺的數目、提名期限、提名方法、選舉日期、點票會日期、選舉結果公佈日期及其他有關資料。信中應列明參選資格及候選人的責任。
- f. 家長可提名其本人或另一名合資格的人士參選。每位家長只可提名一人參選，並須徵得該候選人書面同意及獲得另外兩名家長和議。
- g. 若參選人數目少於或等於空缺數目，該(等)參選人將自動當選。若無人獲提名參選，可相應延遲提名截止日期。
- h. 每位獲提名的候選人須向選舉主任提交一份有關其個人的簡介。字數須符合選舉主任的規定。候選人須於該簡介內聲明他/她有否違反教育條例第30 條中教育局常任秘書長可拒絕校董註冊的理由。
- i. 選舉主任須於選舉日前不少於7 天另發信予所有家長，列明各候選人姓名、其簡介及聲明。信內須同時解釋選舉程序及時間表。選舉主任可按需要安排簡介會讓候選人向各家長自我介紹及回答家長提問。
- j. 所有現屆學生的家長均有權投票。本校教師只要是現屆學生的家長，也有權投票。每名家長不論其就讀本校子女的數目，只可有一票，並以個人身份投票。每個家庭其中一名學生可獲發兩票與其父母；若無父母將獲發一票與其法定監護人或實際管養該學生的人士。
- k. 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。
- l. 投票方法
- (i) 投票以不記名方式進行。投票人不得在選票上寫上其姓名或任何可辨識身份的符號。
  - (ii) 選舉主任須於本校設置一個已上鎖的投票箱，並通知各家長及註明各投票方式，如親身投票、郵遞或以封口信經子女交回班主任老師，或其他投票方式。
- m. 點票
- (i) 選舉主任須安排一個點票會，邀請所有家長、各候選人、各委員及本校校長出席及見證點票工作。
  - (ii) 若選票填寫不當或加上可令人識別投票者身分的符號，選票將當作無效。
  - (iii) 獲得最多選票的候選人，將獲提名註冊為家長校董。如有多於一個空缺，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，將以抽籤決定成功當選家長校董者。
  - (iv) 選舉主任應把所有已投的選票放入信封內，然後把信封密封。選舉主任及一位委員須在信封面上簽署，並由家教會保存最少六個月。
- n. 公佈選舉結果
- 選舉主任可以通告通知各家長選舉結果。

o. 上訴

(i) 落選的候選人可在選舉結果公布後的 7 天內，以書面方式向家教會提出上訴，並列明上訴的理由。

(ii) 不具理由的上訴將不獲受理。

(iii) 常務委員會將成立一上訴委員會立案調查及審議上訴。上訴委員由校長委任一名家長及一名老師組成。惟曾參與點票之人士一概不可成為上訴委員會成員。若須重新點票，則必須邀請上訴人及其他候選人出席。上訴委員會之決定為最終之裁決。若上訴委員會不能達成一致的決定，上訴則交由常務委員會作裁決。

p. 跟進事項

家長教師會須向校董會提名獲選的家長註冊成為本校的家長校董。

q. 臨時空缺

(i) 若家長校董的子女在他/她的校董任期內不再就讀本校，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。

(ii) 如家長校董在任期內離任，出現空缺，家長教師會須以同樣方式在三個月內進行補選，填補有關的空缺。