

## Confucius Hall Secondary School Parent Teacher Association

22<sup>th</sup> October, 2015

Dear Sir/Madam:

### Election for the 16<sup>th</sup> Parent Teacher Association Committee

Thank you for your support for the election of the Parent Teacher Association Committee. There are 11 candidates stand for the election, attached please found the personal description of the candidates (appendix 1) and the ballot paper. The details of the voting are as follow:

Vacancies	9 committee members
Term	2 years
Election Date and Time	From 7:15 a.m. on 23 <sup>rd</sup> October, 2015 (Friday) to 4:00 p.m. on 26 <sup>th</sup> October, 2015 (Monday)
Voting Arrangement	<ol style="list-style-type: none"> <li>1. A ballot will be held on the election day.</li> <li>2. Every parent should vote individually and should only vote once irrespective of the number of children the parent has in the school.</li> <li>3. If the ballot paper reveals the identity of the voter, it will be considered null and void.</li> <li>4. Each student should put the ballot paper in person into the collection box placed in the reception on the election day.</li> <li>5. Please return the blank ballot paper to the school.</li> </ol>
Deadline	The collection of ballot papers will be finished at 4:00 p.m. on 26 <sup>th</sup> October, 2015 (Monday).
Counting Details	Date: 26 <sup>th</sup> October, 2015 (Monday) Time: 4:30 p.m. Venue: The Physics Laboratory, 4/F, Confucius Hall Secondary School Remarks: <ol style="list-style-type: none"> <li>1. Our principal will be the witness for the counting process. Parents and candidates are welcomed to participate.</li> <li>2. The vote is considered as null and void if               <ol style="list-style-type: none"> <li>(i) the choices voted exceeded the vacancies number,</li> <li>(ii) unintelligible, or</li> <li>(iii) it reveals the identity of the voter.</li> </ol> </li> </ol>
Criteria	<ol style="list-style-type: none"> <li>1. The one who get majority votes win the vote.</li> <li>2. In case there is a tie for two or more candidates, a random draw will be followed to decide the winner.</li> </ol>
Announcement of the result	The result will be announced onto the school website. The school will also inform the candidates through written notice.

Dr. Yeung Wing Hon  
Principal  
Confucius Hall Secondary School

Appendix I : Description for Election of PTA Committee Member

Appendix II: Ballot paper for the 16<sup>th</sup> Parent Teacher Association Election

#### Reply Slip

(Please return the Reply Slip to your Class teacher on or before 23<sup>rd</sup> October, 2015)

To: Confucius Hall Secondary School

Being the parents/guardians of student \_\_\_\_\_ ( ) in class \_\_\_\_\_,

I have been notified with the details concerning the parent teacher association election.

Name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date : \_\_\_\_\_