

**Board of Control of the Subsidized Schools Provident Fund**  
**Election of Teacher Representatives for the Term 2025 to 2027**  
**Election Procedures and Guidelines**

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(I) Introduction

Election of teacher representatives of the Board of Control of the Subsidized Schools Provident Fund (the Board) for the term 2025 to 2027 is about to commence. The organization chart of the Board is attached at **Appendix**. The mode of the election, principally similar to the previous term, is divided into three stages. In the first stage, each school shall elect one school representative. District/ special school category representatives will be elected from the school representatives in the second stage. The district/ special school category representatives so elected will enter the election of teacher representatives in the third stage, who will serve as the Board members to manage the Subsidized Schools Provident Fund (the Fund) within the term of two years from 1 September 2025 to 31 August 2027.

(II) Election Procedures

(A) Election of School Representatives

School representatives are elected on a school basis. Each school shall elect one representative to take part in the district/ special school category election. A bi-sessional primary school, whether there are two different heads or not, will be treated as a single school and therefore is allowed to elect only ONE school representative. A secondary school which also operates primary session, however, shall elect two representatives, one for the primary session and the other for secondary session. With regard to special schools (including those with both primary and secondary sessions), one representative will stand for each school.

Both candidates and voters shall be contributors of the Fund. Teachers who are interested in taking part in the election shall file their applications **(Form I)** to their school **on or before 9 May 2025 (Friday)**. Late applications will not be accepted.

Contributors of the Fund of each school shall elect among themselves two returning officers responsible for conducting the election and counting the votes. **Candidates should not act as returning officers.**

With the consent of contributors, returning officers shall conduct the election at a date **not later than 16 May 2025 (Friday)** to elect the school representative.

Returning officers shall prepare the ballot box on the polling day. Ballots **(Form II)** will be issued to all eligible teachers, who shall sign to acknowledge receipt. The election will be conducted by secret ballot in which all voters are required to cast their votes at the specified time and are not allowed to leave the polling area with the ballots. A voter shall vote for **ONE** candidate only or his/her vote will be void. The candidate with the highest number of votes will be elected the school representative. If there is only one candidate participating in the election of school representative, the candidate shall enter direct the election of district/special school category representatives to be held **on 30 May 2025 (Friday)**.

If more than one candidates obtain the highest number of votes, another round of poll will be conducted. In this round, only those obtaining the highest number of votes in the previous poll are eligible for election. If a concluding result cannot be obtained after three rounds of polls, the returning officers will draw lots to decide who will be elected.

Votes shall be counted in the presence of the two returning officers, who afterwards shall sign and fax the completed Form III, and then dispatch it to the respective Senior School Development Officer **on or before 19 May 2025 (Monday)**. For schools which have decided not to elect any representatives for the election, the returning officers are still required to sign and fax the completed Form IV, and then dispatch it to the respective Senior School Development Officer **on or before 19 May 2025 (Monday)**. Ballots shall be kept by schools for at least six months for future enquiry or reference.

(B) Election of District/ Special School Category Representatives

All the listed school representatives have the right to vote and be voted. Ordinary schools are divided according to the 18 District School Development Sections of the Regional Education Offices of the Education Bureau (EDB), whereas special schools are divided by categories. School representatives are required to cast their votes **at 3:30 pm on 30 May 2025 (Friday)** at their respective district (ordinary schools)/ category (special schools) polling station. The locations of polling stations will be announced in due course. If classes of whole-day schools are to be suspended on the voting date due to the issue of the Tropical Cyclone Warning Signal Pre-No.8/ No. 8 or above, or Red/ Black Rainstorm Warning Signal, the voting will be correspondingly postponed to the next working day (Saturday, Sunday and public holidays are excluded) at the same time and venue.

For the election of each district/ special school category, EDB will appoint two returning officers for the election arrangement and counting of votes. The returning officers shall prepare the ballot box on the polling day. Ballots shall be issued to all eligible teachers, who shall sign to acknowledge receipt. The election will be conducted by secret ballot in which all voters are required to cast their votes at the time specified and are not allowed to leave the polling area with the ballots. Each school representative is allowed to vote only for **ONE** candidate who belongs to his/ her own sector (i.e. subsidized primary school, subsidized secondary school or subsidized special school) or his/ her vote will be void. The candidates with the highest number of votes will be elected the district/ special school category representatives.

If more than one candidates obtain the highest number of votes, another round of poll will be conducted. In this round, only those obtaining the highest number of votes in the previous poll are eligible for election while all candidates have the right to vote. If a concluding result cannot be obtained after three rounds of polls, the returning officers will draw lots to decide who will be elected.

If no school representative is present at the election, the district/ special school category will be regarded as abandoning its right of election.

On the polling day, the listed school representatives shall report to the returning officers at the specified polling station on time. They shall produce their identity cards for verification, and cast their votes in person. No school or school representative shall, for whatever reason, appoint or authorize other teachers to vote on their behalf.

School representatives who are absent or fail to report to the returning officers on time will be regarded as abandoning their right to vote, but their right to be voted will still be reserved.

If there is only one school representative participating in the election of a particular district/ special school category, this representative shall enter direct the election of teacher representatives of the Board.

(C) Election of Teacher Representatives of the Board

All district/ special school category representatives listed on the electoral record have the right to vote and to be voted. The membership of the Board comprises four elected members from subsidized primary schools, four from subsidized secondary schools and one from subsidized special schools. Accordingly, district representatives of primary and secondary schools can elect respectively among themselves a maximum of four persons to become elected members of the Board, while special school category representatives can elect one person to fill the seat. The election is scheduled **at 3:30 pm on 13 June 2025 (Friday)**. The venues for different sectors (i.e. subsidized primary schools, subsidized secondary schools and subsidized special schools) are to be announced in due course. If classes of whole-day schools are suspended on the voting date due to the issue of the Tropical Cyclone Warning Signal Pre-No.8/ No. 8 or above, or Red/ Black Rainstorm Warning Signal, the voting will be postponed to 3:30 pm on 16 June 2025 (Monday). Details of the venue will be announced separately.

The EDB will appoint two returning officers for the election arrangement and counting of votes. The returning officers shall prepare the ballot box on the polling day. Ballots shall be issued to all eligible teachers, who shall sign to acknowledge receipt. The election will be conducted by secret ballot in which all voters are required to cast their votes at the time specified and are not allowed to leave the polling area with the ballots. District representatives and special school category representatives shall only vote for the candidates in their own sector (i.e. subsidized primary school, subsidized secondary school or subsidized special school).

District representatives from subsidized primary/ secondary schools and special school category representatives will be listed in descending order according to the number of votes obtained. The top four primary/ secondary school district representatives with the highest votes as well as the top special school category representative with the highest votes would be elected to the Board.

In the event that some candidates receive the same number of votes resulting in more than four top primary/ secondary school district representatives with the highest votes, candidates with the most votes will be elected to the Board first, the remaining vacancies will be filled in the next poll, until four members are elected. In the second and third polls, only candidates who have received the same number of the highest votes but unelected will have the right to be voted, while all the representatives have the right to vote. If a concluding result cannot be obtained after three rounds of polls, the returning officers will draw lots to decide who will be elected.

If more than one special school category representatives have obtained the highest votes, a second or a third poll shall follow until a candidate with the most votes appears. In the second/ third poll, only candidates who have received the same number of the highest votes would have the right to be voted, while all the representatives have the right to vote. If a concluding result cannot be obtained after three rounds of polls, the returning officers shall draw lots to decide who will be elected.

All polls should be conducted according to the procedures stipulated in this guideline and completed on the election day. Those who have already become elected members have the right to vote at all polls.

If there are only four or less primary/ secondary school district representatives and/ or there is only one representative for the special school category, the representative(s) shall become elected member(s) of the Board automatically without conducting this poll.

All the remaining district/ special school category representatives, except the elected members, i.e. the four primary school representatives, four secondary school representatives and one special school representative, will be placed on the waiting list. The waiting list is formed through election by all district/ special school category representatives (including the elected members), by means of secret ballot under the “one-teacher-one-vote” system. Only one teacher representative shall be elected for each vote. The priority of the waiting list is determined by the number of obtained votes. In case of a tie of votes, the returning officer will draw lots to decide the order of the list.

Any vacancies arisen during the tenure will be filled by the district/ special school category representative(s) in order of priority on the waiting list. The waiting list is valid only within the tenure of two years.

On the polling day, district/ special school category representatives on the electoral record shall report to the returning officers at the specified polling station on time. The returning officers should check the identity of all district/ special school category representatives according to the electoral record. District/ special school category representatives should produce their identity cards for verification and cast their vote in person. No district/ special school category representatives shall, for whatever reason, appoint or authorize other teachers to vote on their behalf.

Those district/ special school category representatives who are absent or fail to report to the returning officers on time will be regarded as

abandoning their right to vote, but their right to be voted will still be reserved.

Unless otherwise stated, the returning officers have the final decision to any dispute that arises during the election.

**Board of Control of the Subsidized Schools Provident Fund**  
**Application for Standing in the Election of**  
**Teacher Representatives for the Term 2025 to 2027**

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Sector : Subsidized primary schools/ secondary schools/ special schools\*

Name of School : \_\_\_\_\_

School Address : \_\_\_\_\_

Particulars of Candidate

Name : \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

Sex : \_\_\_\_\_

HKID No. : \_\_\_\_\_

I am a contributor of the Subsidized Schools Provident Fund. In accordance with the stipulated electoral provisions, I now apply for standing in the election of teacher representatives to the Board of Control of the Subsidized Schools Provident Fund for the term 2025 to 2027.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:

The personal data collected in this form will only be used by the school and Education Bureau for the election of teacher representatives of the Board of Control of the Subsidized Schools Provident Fund for the term 2025 to 2027.

\* Please delete as appropriate.



**Board of Control of the Subsidized Schools Provident Fund  
Ballot Paper for Election of School Representative  
for the Term 2025 to 2027**

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Instructions for Electors

1. Please mark only a '✓' on this ballot paper, otherwise the vote will be considered void.
2. Fold the ballot paper and do not make your choice known. Your vote should be kept confidential.
3. Drop the ballot paper into the ballot box.
4. After casting a vote, you can monitor the counting process at where the votes are counted.

Candidates of School Representatives

Please choose one person from the following list of candidates to stand as your school representative and put a '✓' in the bracket next to his/ her name. Each elector may only vote for one candidate. Otherwise, the vote will be void.

Name of Candidate	Please put a '✓' in the bracket
	( )
	( )
	( )
	( )
	( )

To: Senior School Development Officer ( )#  
Fax No.:

**Board of Control of the Subsidized Schools Provident Fund**  
**Election Result of School Representative for the Term 2025 to 2027**

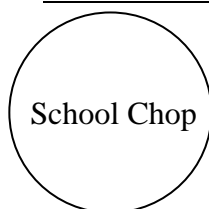
All contributors of the Subsidized Schools Provident Fund of our school are informed of the captioned election. We conducted the election of school representative on \_\_\_\_\_ (date) 2025/ Only one candidate participated in the election of school representative and the candidate shall enter direct the election of district/ special school category representatives.\* The result is as follows:

Name of the School Representative:	(English)	(Chinese)
Sex:	HKID No.:	
Name of School:		
District/ Special School Category*:		
School Address:		
Telephone No.:		

Returning Officers: *(Votes shall be counted in the presence of the two returning officers and both of them should sign on this form to confirm the election result.)*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



- Remarks: (1) School representative who wishes to give his/ her election platform for the election of teacher representative of the Board of Control of the Subsidized Schools Provident Fund for the term 2025 to 2027 (the election) may complete Annex to Form III and return by fax and then by dispatch together with this Form to the respective Senior School Development Officer **on or before 19 May 2025**.
- (2) The personal data collected by means of this form will only be used by the Education Bureau for the election.
- (3) Enquiries relating to the personal information collected in this form, including request for access or correction should be addressed to School Administration 2 Section, Education Bureau, 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Tel. No.: 3509 7484).

# Please write down the district of your school in the bracket, e.g. Tuen Mun, Yau Tsim & Mong Kok, etc.  
The fax number of the respective School Development Section is available on the Education Bureau Homepage.

\* Please delete as appropriate.

## Annex to Form III

To: Senior School Development Officer ( )<sup>#</sup>

Fax No.:

### **Board of Control of the Subsidized Schools Provident Fund Election of Teacher Representatives for the Term 2025 to 2027**

#### **Election Platform of Teacher Representative**

Name of the School Representative:	(English)	(Chinese)	Sex:
Name of School:			
Sector: Subsidized primary schools/ secondary schools/ special schools*			
District/ Special School Category*:			

#### **Election Platform(Optional)**

The election platform must be written **WITHIN** the box provided. Candidates may give their election platform on a voluntary basis. The election platforms of candidates would be forwarded to candidates/ voters for ease of reference prior to the election of district/ special school category representatives and the election of teacher representatives to be held **on 30 May and 13 June 2025** respectively. Candidates should fax the completed Form III together with Annex to Form III (if any), and then dispatch them to their respective Senior School Development Officer **on or before 19 May 2025**.

Relevant websites of the Subsidized Schools Provident Fund (SSPF):

- 1) Information on the SSPF on the Education Bureau Homepage:--  
<https://www.edb.gov.hk/en/provident-fund/index.html>
- 2) SSPF Rules (Cap.279D) at the website of the Department of Justice:--  
<https://www.elegislation.gov.hk/>

# Please write down the district of your school in the bracket, e.g. Tuen Mun, Yau Tsim & Mong Kok, etc.  
The fax number of the respective School Development Section is available on the Education Bureau Homepage.

\* Please delete as appropriate.

To: Senior School Development Officer ( )#  
Fax No.:

**Board of Control of the Subsidized Schools Provident Fund  
Election of School Representatives for the Term 2025 to 2027**

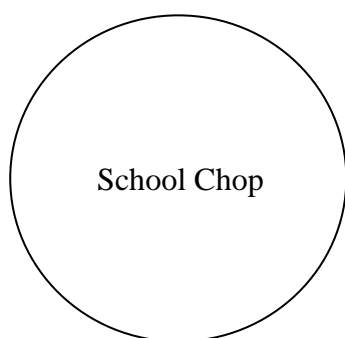
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All contributors of the Subsidized Schools Provident Fund of our school  
(Name of School: \_\_\_\_\_) are informed of the  
election of teacher representatives for the Board of Control of the Subsidized Schools  
Provident Fund. They have decided not to elect any representative to participate in the  
election.

Returning Officers: *(Both returning officers should sign on this form to confirm the result.)*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Remarks:

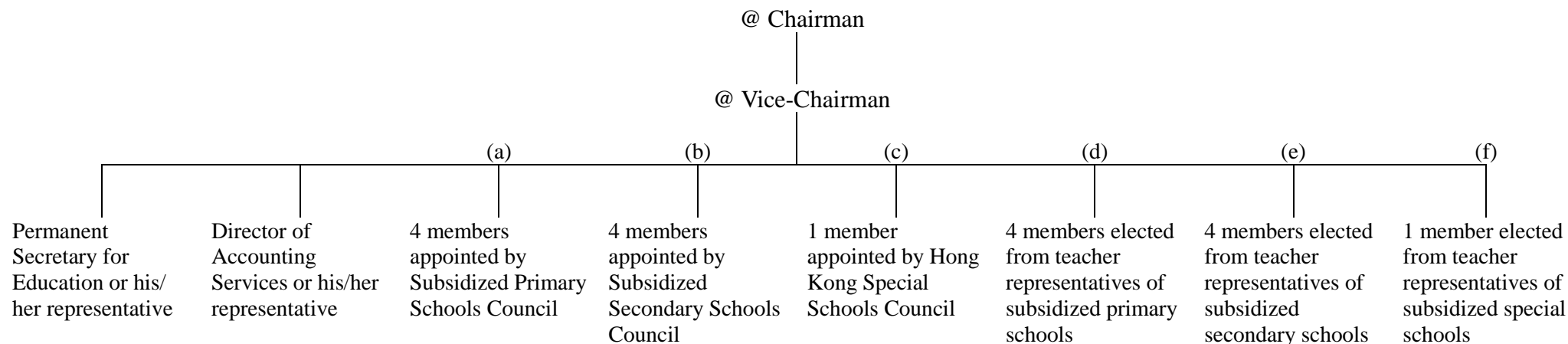
Returning officers of schools which have decided not to elect any representative for the election should fax the completed Form IV and then dispatch it to the respective Senior School Development Officers **on or before 19 May 2025 (Monday)**.

# Please write down the district of your school in the bracket, e.g. Tuen Mun, Yau Tsim & Mong Kok, etc.  
The fax number of the respective School Development Section is available on the Education Bureau Homepage.

**Organization of the Board of Control of the Subsidized Schools Provident Fund**

The Board consists of 20 members - 2 government representatives, 9 members appointed by Schools Councils and 9 elected members.

The organization chart is detailed as follows:



@ Chairman and Vice-Chairman are elected by the 18 members in categories (a) to (f) by means of mutual election. If the Chairman elected is an appointed member in categories (a) to (c), the Vice-Chairman shall be elected from the elected members in categories (d) to (f). Similarly, if the Chairman is an elected member, the post of Vice-Chairman shall be held by an appointed member.