

Manager Elections

Introduction

The setting up of an incorporated management committee (IMC) aims at introducing an open and transparent participatory school governance framework in schools by including all key stakeholders in school management: school sponsoring body representatives, principal, independent member(s), and representatives of teachers, parents and alumni. Teacher/parent/alumni managers are elected from their own category and their election systems should be fair and transparent, and conducted in accordance with the Education Ordinance.

Fundamental Principles

Teacher Manager Election

- Teacher managers shall be elected among the teachers, including the specialist staff in the case of special schools.
- Schools should conduct a teacher manager election after the approval of their IMC constitution which lays down the election procedures.
- All teachers of the school have equal voting right and right of candidature.
- The voting is conducted by secret ballot.

Parent Manager Election

- The election of parent managers should be conducted by the recognized parent-teacher association (PTA) with a constitution specifying that only parents of current pupils or serving teachers (excluding specialist staff) of the school may elect or become office bearers of the PTA.
- The PTA constitution should provide for the election procedures of parent managers.
- The PTA may need to amend its constitution in order to fulfil the conditions for recognition by the IMC.
- The first parent manager of an operating school should be nominated for registration within three months from the establishment of the IMC. In other words, the election should never be held before IMC establishment.
- All parents of the school have equal voting right and right of candidature. For simplicity sake, the PTA is advised to give each pupil two votes, i.e. one for each parent. (However, please note that each parent should only be given one vote irrespective of the number of his/her children studying at the school.)
- The voting is conducted by secret ballot.

Alumni Manager Election

- The election of alumni managers should be conducted by the recognized alumni association after IMC establishment. The alumni association may need to amend its constitution in order to fulfil the conditions for recognition by the IMC/SSB.
- The constitution of the alumni association should provide for the election procedures of alumni manager(s).
- If the recognised alumni association does not have any nomination for alumni manager(s) of the school, the IMC may, in accordance with section 40AP(5) of the

Education Ordinance, nominate such number of persons for registration as alumni manager as may be provided for in its constitution.

Points to note

- A manager of any category shall act in his personal capacity for the interests and benefits of the pupils of the school.
- Alternate managers have all functions and rights of a manager except voting right. Hence, alternate managers, like managers, should attend IMC meetings and contribute their views at the meetings. The alternate manager will have voting right when the manager of his/her category is absent from a meeting.
- A person should not be nominated as a manager in the event of the following situations:

Teacher Managers:	Parent Managers:	Alumni Managers:
(i) He/She is the Principal of the school; or	(i) He/She is a serving teacher of the school; or	
(ii) He/She does not meet the registration requirements of managers set out in section 30 of the Education Ordinance.		

- Both candidates and voters of manager elections should note the ethical conduct requirement listed in the guides for manager election to ensure fairness in the election process.
- There are situations that the Permanent Secretary may refuse to register an applicant as a manager of a school as stipulated in Section 30 of the Education Ordinance, such as the applicant is not resident in Hong Kong for at least 9 months in each year, the applicant is under the age of 18 years and the applicants is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance. *(For details, please refer to Section 30 of the Education Ordinance.)*

Reference Materials:

- § School-based Management Documents: Tips on School Managers; School Managers' Handbook; Incorporated Management Committee – Establishment and Operation (2006)
- § Guide for Teacher Manager Election
- § Guide for Parent Manager Election
- § Guide for Alumni Manager Election
- § Education Ordinance:

Teacher manager election:	Parent manager election:	Alumni manager election:
Sections 40AB, 40AN, 40AR, 40AS	Sections 40AB, 40AO, 40AR, 40AS	Sections 40AB, 40AP, 40AR, 40AS