

**培僑書院  
法團校董會  
『家長校董選舉安排和規定』**

**The Incorporated Management Committee  
Pui Kiu College  
『Regulations and Arrangements for IMC Parent Manager Election』**

**引言 Introduction**

- 1 培僑書院法團校董會(下稱“法團校董會”)已於 2008 年 8 月 30 日正式成立，並根據教育條例(下稱“條例”)的規定於 2008 年 9 月 8 日承認培僑書院家長教師會有限公司(下稱“家教會”)為認可家長教師會，家教會作為上述認可家長教師會，根據教育條例的規定可提名法團校董會章程所規定數目的人士，註冊為培僑書院的家長校董或替代家長校董。家長校董可充當家長與學校管理層的重要橋樑，亦就學校重要事項參與決策。

The Incorporated Management Committee of Pui Kiu College (“IMC”) was duly established on 30<sup>th</sup> August 2008. The IMC in accordance with the provisions of the Education Ordinance (“the Ordinance”) recognized Pui Kiu College Parent-Teacher Association Limited (“PTA”) as recognized parent-teacher association. The PTA so recognized may in accordance with the Ordinance nominate such number of persons for registration as parent manager or alternate parent manager of Pui Kiu College (“the school”) as may be provided for in the constitution of the IMC. Parent Manager may act as an important bridge between parents and the school management, and may participate in the decision-making process of important decisions for the school.

2. 依照教育條例的規定，該獲提名的人士，必須是培僑書院(下稱“學校”)現有學生的家長，而又不得是培僑書院的教員，亦必須是為此而選出的。為進行這家長校董的選舉，本文件列出根據條例和教育統籌局指引而制定的有關家長校董選舉安排。有關安排如下。

According to the provisions of the Ordinance, a person nominated as aforesaid must be a parent of a current pupil of the school and must not be a teacher of the school; and must be elected in that behalf in an election. For the purpose of holding this election, this document lists out the arrangements for parent manager elections pursuant to the Ordinance and the guidelines of the Education and Manpower Bureau. The arrangements are as follows.

3. 由家教會授權的「法團校董會家長校董選舉工作小組」(下稱「工作小組」)會負責制定包括本文的家長校董或替代家長校董的選舉安排和規定，並統籌選舉的各項細節，亦會委任一名選舉主任負責監察有關提名、分發選票、投票及點票工作。但選舉主任本身不可以是家長校董選舉或替代家長校董的候選人。

“IMC Parent Manager Election Working Committee” (“the Committee”) as authorized by the PTA shall formulate arrangements and regulations for the election of parent manager(s) or and alternative parent manager(s), including those laid out in this document. The Committee shall do the overall planning of all details in such election(s) and shall appoint a Returning Officer responsible for monitoring the nominations, supervising the issue of ballot papers and the counting of votes for the election of parent manager(s) or and alternative parent manager(s), provided that the Returning Officer must not be a candidate for election of parent manager(s) or and alternative parent manager(s)

### 候選人資格 The Candidature

4. 所有學校現有學生的家長，都有資格成為候選人。家長就學生而言，包括該學生的監護人及並非該學生的家長或監護人，但實際管養該學生的人。  
All parents of current pupils of the school are eligible to become candidates. Parents in relation to a pupil include a guardian of the pupil and a person who is not the parent or guardian of the pupil but has the actual custody of the pupil.
5. 根據教育條例第 40AO 條第(5)(b)款，如有關家長是學校的在職教員，他/她便不能獲提名為家長校董或替代家長校董。候選人請注意《教育條例》第 30 條所載有關校董的註冊規定。  
According to Section 40AO (5)(b), a parent should not be nominated as a parent manager or alternate parent manager if he / she is a serving teacher of the school. Candidates should note the registration requirements of managers set out in section 30 of the Ordinance.
6. 根據條例規定，校董不可在法團校董會內同時出任多於一個界別的校董。因此，任何人士均不可同時出任家長校董及校友校董。如兩個界別於同一時間在學校舉行選舉，候選人亦不可同時參選兩個界別的校董選舉。  
As stipulated in the Ordinance, no manager shall serve in an IMC in more than one capacity. Thus, no one can serve as a parent manager and an alumni manager at the same time. If there are two elections under different categories to be conducted concurrently in a school, no candidate shall participate in more than one election.

### 人數和任期 Number & Tenure

7. 根據條例及法團校董會在其章程內所規定，一名家長校董及一名替代家長校董須由選舉產生。根據法團校董會章程，家長校董及替代家長校董的任期均為 2 年，由有關家長校董註冊為校董當日起計。  
According to the Ordinance and the constitution of the IMC, one parent manager and one alternate parent manager shall be elected. As prescribed in the constitution of the IMC, the tenure of office of both parent manager and alternate

parent manager is 2 years counting from the date of registration of the relevant parent manager.

## **提名程序 Nomination Procedures**

### 選舉主任 Returning Officer

8. 家教會可委派一名選舉主任，監察有關提名、分發選票及點票工作。選舉主任可以由董事中選出或由學校委派的老師負責，但選舉主任本身不可以是家長校董選舉的候選人。

The PTA may assign a Returning Officer to monitor the nominations and supervise the issue of ballot papers and counting of votes. The Returning Officer may be elected amongst the Directors or a Teacher appointed by the College, but he/she must not be a candidate for the parent manager election.

### 提名期 Period of Nomination

9. 根據家教會的章程，家長校董(或替代家長校董)的選舉選舉提名期最少為 21 天。

According to the constitution of PTA, the period of nomination for the parent manager (and/or alternative parent manager) election shall at least be 21 days.

### 提名方法 Nomination

10. 每名現有學生的家長可提名本人或另一名合資格的候選人參選。每名現有學生的家長最多可提名一位候選人參選。

A parent of current pupil(s) of the school may nominate oneself or another eligible candidate to stand for the election. Each parent of current pupil(s) of the school can nominate only one candidate to stand for the election.

11. 選舉主任可發信通知所有家長，有關家長校董選舉事項，其中包括家長校董的空缺數目、提名期限、提名方法、投票日期、點票會日期、公佈結果日期及其他資料，亦應隨信附上提名表格。同時，選舉主任須在信中概述家長校董選舉的候選人資格和職責。

The Returning Officer may issue a letter informing all parents of the number of parent manager vacancies, the period of nomination, method of nomination, date of voting, date of counting session, date of announcement of results and other relevant information. A nomination form shall be enclosed. At the same time, the letter should outline the eligibility and responsibilities of candidates.

12. 如沒有人獲提名參選，家教會可考慮延長提名的截止日期或在一段合理的時間後重新進行選舉。有關的選舉程序及特別安排應顧及實際情況，並以公平、公正、公開及簡約為原則。

If no one is nominated, 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 based on the principles of fairness, openness and simplicity.

### 候選人資料 Candidates' Information

13. 每位獲提名的候選人可向選舉主任提供有關其個人資料的簡介，字數不超過 500 字。候選人於提供此個人資料簡介時須同意選舉主任將之以任何方式傳遞給投票人，包括將之放於校網內。

Each nominated candidate may supply a brief statement of his / her personal information to the Returning Officer, not exceeding 500 words. Candidate supplying such brief statement of personal information shall agree to the release of the same to the electors through whatever means including the posting of the same on the website of the school.

14. 選舉主任須於選舉日之前不少於 7 天，向所有家長另行發信，列出獲提名候選人的姓名。選舉主任可隨通知信附上候選人的簡介，包括他們在簡介內所申報的資料。該信亦須解釋有關選舉的安排和時間表。

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 being nominated. The brief introductory statements of the candidates including their declarations should be attached. The letter should also explain the procedures and the time-table of the election.

### **投票人資格 Electors' Eligibility**

15. 所有學校現有學生的家長均符合資格投票。學校教師只要是現有學生的家長，也有權投票。所有合資格投票的人士都享有同等的投票權。每名家長不論其就讀該校子女的數目，只可有一票，並以個人身分投票。為便行政安排，家教會可分發兩張選票予每名學生，讓其父母投票。如學生另有監護人或實際管養該學生的人，在其要求下，也可給予選票。

All parents of current pupils of the school are eligible to vote. A teacher of the school who is the parent of a current pupil of the school also has the right to vote. Every eligible elector has 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. For simplicity sake, the PTA may give pupils two votes each for their parents to vote. On request, a ballot paper may be given to the guardian of the pupil or the person who has the actual custody of

the pupil.

## **選舉程序 Election Procedures**

### 投票日期 Date of Voting

16. 家長校董選舉的投票日期應與提名截止日期相距最少 14 天。

The period between the date of voting for parent manager election and the deadline of nomination should at least be 14 days.

### 投票方法 Voting method

17. 為確保選舉公平，投票應以不記名方式進行，即投票人不得在選票上寫上自己的姓名或任何可辨識身分的符號，亦不得讓其他投票人目睹他投票給哪一位候選人。選票樣本見附件二。

To ensure a fair election, 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. A sample of the ballot paper is at Annex II.

18. 學校應為選舉設置一或多個投票箱，投票箱應鎖好，鎖匙由選舉主任保管。選舉主任可在投票程序中註明家長可採用何種方式進行投票。如選舉主任要求家長須親自到學校現場投票，便應事先通知所有家長有關安排，並列出投票日期、時間和地點。如容許家長經子女把選票交回班主任，選票應放入特設的信封並封好，然後才放入投票箱，空白的選票亦須交回學校。選舉主任亦可在投票程序中註明家長可採用任何其他的方式，例如郵遞或親自交回選票。學校應記下已交回選票的家長，然後才把選票放入投票箱。

One or more ballot boxes shall be made available for the election by the school. It should be locked and the key should be kept by the Returning Officer. The Returning Officer can specify in the election procedures which voting methods the parents may adopt. If parents are requested to vote in person in the school, the Returning Officer should inform all parents in advance of such arrangements and specify clearly the date, time and venue of the voting. If parents are allowed to ask their children to return their ballot papers to the class teachers, the ballot papers should be sealed in envelopes specifically designed for that purpose before placing them into the ballot box. Blank ballot papers should also be returned to the school. The Returning Officer may also specify in the election procedures any other means of returning the ballot papers, such as by post or in person. The school should record down those parents who have submitted the ballot papers and then arrange to put the ballot papers in the ballot box.

### 點票 Counting of Votes

19. 選舉主任須安排一個點票會，邀請所有家長、各候選人、及/或校長出席及見證點票工作。

The Returning Officer should arrange a counting session and invite all parents, all candidates, and/or the principal to attend and witness the counting of votes.

20. 家教會代表、選舉主任及/或校長須參與點票見證工作。在點票期間，選舉主任應確保所有選票均已從投票箱倒出，才開始點票。如有以下情況，選票當作無效—

- (i) 選票上所投的候選人數目，超逾認可數目；
- (ii) 選票填寫不當；或
- (iii) 選票加上可令人找出投票者身分的符號。

The representative(s) of PTA, the Returning Officer and/or the principal of the school should participate to witness the counting. During the counting session, the Returning Officer must make sure that all ballot papers have been poured out from the ballot box before counting starts. A ballot paper will be deemed to be invalid if —

- (i) the number of candidates marked on the ballot paper exceeds the number that is allowed;
- (ii) the ballot paper has not been marked properly; or
- (iii) the ballot paper is marked in such a way that the identity of the elector can be traced.

21. 家長校董及替代家長校董的選舉可用同一方式同日舉行。因為有一個家長校董及一個替代家長校董空缺，獲得最多選票的候選人，將獲提名註冊為家長校董，而獲得第二最多選票的候選人，將獲提名註冊為替代家長校董。若兩個或以上候選人得票相同，將由選舉主任以公平、公正、公開及簡約為原則進行抽籤，抽中者即當作為得票較多者。

The election of parent manager and alternate parent manager may be held on the same date in the same manner. Since 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, the Returning Officer shall determine who is to be elected by drawing lots under the principles of fairness, impartiality, openness and simplicity. The candidate on which the lot falls shall be deemed to have obtained more votes.

22. 選舉工作結束後，選舉主任應把所有已投的選票放入信封內。選舉主任和家教會主席須分別在信封面上簽署，然後把信封密封。信封和選票應由家教會保存最少六個月，以便在有人提出有關選舉不當的指控時，供調查之用。

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 PTA. The envelope and the cast ballot papers should be kept by the PTA for at least six months. This is to facilitate investigations in case of allegations against voting irregularity.

### 公佈結果 *Announcing Results*

23. 選舉主任可利用校網、電郵、致函、或以其他方式通知所有家長，公佈選舉結果。

The Returning Officer may inform all parents of the results of the election through the school website, by email, letter or any other means. .

24. 落選的候選人可在選舉結果公佈的一星期內，以書面方式向家教會提出上訴，並列明上訴的理由。家教會在收到上訴後將安排委任一個三人組成的上訴委員會以公平及公正方式全權處理上訴的調查、審理和判斷，並有權推翻原選舉結果，或宣佈選舉無效。

Unsuccessful candidate may, within one week of the announcement, appeal to the PTA in writing together with the reasons. The PTA shall after receipt of the appeal in writing appoint an Appeal Committee consisting of 3 persons with full authority to investigate, conduct hearing and adjudicate in a fair and impartial manner. The Appeal Committee shall have authority to overrule the election results or to declare the election invalid.

### **選舉後跟進事項 *Follow-up Actions after Election***

25. 家教會須向法團校董會提名獲選的家長，出任該校的家長校董或替代家長校董。其後，法團校董會須向常任秘書長申請，將獲選的家長註冊為該校的校董或替代家長校董。

The PTA shall nominate to the IMC the parent(s) elected as the parent manager(s) or alternate parent manager(s) of the school. The IMC shall then apply to the Permanent Secretary the registration of the elected parent(s) as parent manager(s) or alternate parent manager(s) of the school.

### **填補臨時空缺 *Filling of casual vacancies***

26. 依照條例規定，若家長校董的子女在他/她的校董任期內不再是學校的現有學生，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。

According to the Ordinance, 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.

27. 如家長校董的職位在任期內因離任或其他原因而出現空缺，家教會須以同樣方式在三個月內進行補選，填補有關的空缺。如家教會無法於該段期間進行補選，則法團校董會可基於充分理由，向常任秘書長申請將填補有關空缺的時限再繼續延長。

If a parent manager vacancy arises during the term of office as a result of resignation or otherwise, the PTA shall conduct a by-election in the same manner to elect another parent manager to fill the vacancy within three months. If the PTA cannot conduct the by-election accordingly, the IMC shall apply on good grounds to the Permanent Secretary for further extension of the period for filling the vacancy.

### **注意事項 Points to note**

28. 作為家長校董選舉的候選人及投票人，家長須留意載於附件三的道德操守，以確保選舉的公平。

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

29. 常任秘書長接獲學校校董註冊的申請後，須進行被認為需要的探究，並可以《教育條例》第 30 條規定的理由拒絕申請人註冊為某間學校的校董。

On receiving an application for registration as a manager of a school, the Permanent Secretary shall make such inquiry as deemed necessary. Also, the Permanent Secretary may refuse to register an applicant as a manager of a school on grounds stipulated in section 30 of the Education Ordinance.

30. 關於家長校董的部分法律規定之內容，可參考附件一。完整條文請參看香港法例第 279 章《教育條例》。

Annex I lists out the content of some legal provisions relating to Parent Manager for reference. For comprehensive sections, please refer to the Education Ordinance (Cap. 279, Laws of Hong Kong)

## 附件一 ANNEX I

### 《教育條例》 有關家長校董選舉的規定 Education Ordinance Provisions relating to Election of Parent Managers

規定 Section	內容 Content
30	<p>如常任秘書長覺得有以下情況，可拒絕申請人註冊為某間學校的校董—</p> <ul style="list-style-type: none"> <li>• 申請人每年最少有 9 個月不在香港居住；</li> <li>• 申請人並非出任校董的適合及適當人選；</li> <li>• 申請人的准用教員許可證以前曾被取消；</li> <li>• 申請人未滿 18 歲；</li> <li>• 申請人年滿 70 歲而無法出示有效的醫生證明書，以證明他在健康方面適合執行校董的職能；</li> <li>• 申請人未滿 70 歲，而他在常任秘書長提出要求後，無法出示有效的醫生證明書，以證明他在健康方面適合執行校董的職能；</li> <li>• 申請人在提出以下任何申請時，即 - <ul style="list-style-type: none"> <li>(i) 學校註冊；</li> <li>(ii) 註冊為校董或教員；或</li> <li>(iii) 僱用校內准用教員，</li> </ul>或在與該等申請有關的事項中，作出虛假的陳述或提供虛假的資料，或因在要項上有所遺漏而屬虛假；</li> <li>• 申請人是《破產條例》(第 6 章)所指的破產人，或已根據該條例訂立自願安排；</li> <li>• 申請人曾在香港或其他地方被裁定已犯可判監禁的刑事罪行；或</li> <li>• 申請人已註冊為五間或以上的學校校董。</li> </ul> <p style="text-align: center;">The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that -</p> <ul style="list-style-type: none"> <li>• the applicant is not resident in Hong Kong for at least 9 months in each year;</li> <li>• the applicant is not a fit and proper person to be a manager;</li> <li>• the applicant is a person in respect of whom a permit to teach has previously been cancelled;</li> <li>• the applicant is under the age of 18 years;</li> <li>• 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</li> </ul>

規定 Section	內容 Content
	<p>the functions of a manager;</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• in making or in connection with any application - <ul style="list-style-type: none"> <li>(i) for registration of a school;</li> <li>(ii) for registration as a manager or a teacher; or</li> <li>(iii) to employ a person as a permitted teacher in a school,</li> </ul> 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;</li> <li>• the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance;</li> <li>• the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or</li> <li>• the applicant has been registered as a manager of 5 or more schools.</li> </ul>
40AL	<ul style="list-style-type: none"> <li>• 設有法團校董會及一個認可的家教會的學校，須設有最少一名家長校董。</li> <li>• 如學校屬上下午班制，而上、下午班分別有一個認可的家教會，則上、下午班須分別設有最少一名家長校董。</li> <li>• 如學校只設有一名家長校董，須設有一名替代家長校董。如學校屬上下午班制，而上、下午班分別只有一名家長校董，則上、下午班須分別設有一名替代家長校董。</li> <li>• For an IMC school with a recognised PTA, at least one parent manager shall be provided.</li> <li>• If the school is a bi-sessional school, and a PTA is recognised for each session separately, at least one parent manager shall be provided for each session.</li> <li>• If there is only one parent manager for a school, one alternate parent manager shall be provided. If the school is a bi-sessional school, and there is only one parent manager for each session, one alternate parent manager shall be provided for each session separately.</li> </ul>
40AO	<ul style="list-style-type: none"> <li>• 法團校董會可承認一個團體為認可的家教會，惟其章程必須列明只有下述的人士方可出任該團體的幹事— <ul style="list-style-type: none"> <li>(i) 該校的現有學生家長；或</li> <li>(ii) 該校的現職教員。</li> </ul> </li> <li>• 家長校董及替代家長校董選舉須由該校的認可家長教師會舉行。</li> <li>• 認可家教會可提名有關學校的法團校董會的章程所規定數目的人士，註</li> </ul>

規定 Section	內容 Content
	<p>冊為該校的家長校董或替代家長校董。</p> <ul style="list-style-type: none"> <li>• 選舉制度須是公平而開放透明的。</li> <li>• 候選人必須為現有學生的家長。</li> <li>• 候選人不得是該校的教員。</li> <li>• 在該選舉中，所有家長須擁有均等的投票權及參選權。</li> <li>• 該選舉須以不記名方式進行投票。</li> </ul> <ul style="list-style-type: none"> <li>• The IMC may recognise one body of persons as recognised PTA, but its constitution shall specify only the following persons - <ul style="list-style-type: none"> <li>(i) parents of current pupils of the school; or</li> <li>(ii) serving teachers of the school may become office-bearers of the body.</li> </ul> </li> <li>• Parent manager election and alternate parent manager election shall be conducted by the recognised PTA.</li> <li>• A recognised PTA may nominate such number of persons for registration as parent manager or alternate parent manager of the school as may be provided for in the constitution of the IMC of the school.</li> <li>• The system of election shall be fair and transparent.</li> <li>• A candidate must be a parent of a current pupil of the school.</li> <li>• A candidate must not be a teacher of the school.</li> <li>• In the election, all parents have equal voting right and right of candidature.</li> <li>• The voting for the election shall be conducted by secret ballot.</li> </ul>
40AS	<ul style="list-style-type: none"> <li>• 家長校董及替代家長校董須以相同方式選出供提名以註冊為校董。</li> <li>• 替代校董就各方面而言須被視為校董，唯替代家長校董不得就任何須由法團校董會藉投票議決的事宜投票，除非會議上沒有家長校董在場或當其時學校沒有家長校董。</li> </ul> <ul style="list-style-type: none"> <li>• A parent manager and an alternate parent manager shall be elected in the same manner for nomination for registration as a manager.</li> <li>• An alternate manager shall for all purposes be regarded as a manager, except that an alternate parent manager of a school shall not vote on any matter to be resolved by the incorporated management committee by voting unless no parent manager of the school is present at the meeting or the school has no parent manager for the time being.</li> </ul>
40AU	<ul style="list-style-type: none"> <li>• 填補家長校董空缺人士的提名方式必須與停止擔任有關職位的校董的提名方式相同。</li> </ul>

規定 Section	內容 Content
	<ul style="list-style-type: none"> <li>The person who fills the vacancy of parent manager shall be nominated for registration as a manager in the same manner as the manager who ceased to hold the office concerned.</li> </ul>
40AV	<ul style="list-style-type: none"> <li>如家長校董不再是該校現有學生的家長，他的校董任期將持續至任期屆滿或該學年終結為止，兩者以較早者為準。</li> <li>If a parent manager ceases to be a parent of a current pupil of the school, his term of office as a manager shall continue until its expiry or the end of the school year, whichever is the earlier.</li> </ul>
40AX	<ul style="list-style-type: none"> <li>如學校的認可家教會認為某家長校董不適宜繼續擔任校董，可用類似選出該校董的方式通過決議，向法團校董會提出書面要求，取消該家長校董的註冊。當接獲有關要求後，法團校董會須向常任秘書長發出書面通知，要求取消該名家長校董的註冊。</li> <li>On the ground that a manager is not suitable to continue to hold office, the recognised PTA of a school may pass a resolution, in a manner which is similar to the manner in which the manager concerned is elected, and make a written request to the IMC to cancel the registration of the manager. The IMC shall, upon receiving the request, issue a notice in writing to the Permanent Secretary as regards the cancellation of the registration of the parent manager.</li> </ul>

## 附件二 ANNEX II

**PUI KIU COLLEGE**  
**First Election for IMC Parent Manager and Alternate Parent Manager**  
**培僑書院**  
**「第一屆法團校董會家長校董及替代家長校董選舉」**  
**Ballot Paper 選票**

Polling Dates (Time) : 投票日期 (時間) :

Please read carefully the “Directions for Voting” below before casting vote.  
 填寫選票前請細閱以下的「投票須知」。

Please use a blue or black ball-point pen to mark a “✓” in the box against the number of the candidates you vote for. The number of “✓” you marked on the ballot paper **should not be more than TWO**. Otherwise, your ballot paper will be considered null and void.

請用藍色或黑色原子筆在選票上候選人編號旁邊的方格內加上「✓」號。你在選票上所填的「✓」號，**不能超過兩個**，否則，選票便會作廢。

### Candidates 候選人

- |                          |         |                               |
|--------------------------|---------|-------------------------------|
| <input type="checkbox"/> | No.1 一號 | Candidate No.1's Name 一號候選人姓名 |
| <input type="checkbox"/> | No.2 二號 | Candidate No.1's Name 一號候選人姓名 |
| <input type="checkbox"/> | No.3 三號 | Candidate No.1's Name 一號候選人姓名 |

### **Directions for Voting 投票須知**

1. Put no other marks on the ballot paper than the mark “✓” or it will be considered null and void.  
 除「✓」號外，請勿在選票上劃上其他記號，否則選票便會作廢。
2. Fold the ballot paper so that the marked side is inside. Do not let anyone see whom you vote for. The ballot is secret.  
 將選票向內對摺，切勿讓他人看見你的選擇。投票是保密的。
3. Put the ballot paper into the “Ballot Paper Envelope” provided.  
 將選票放入附上的“選票信封”。
4. Seal the envelope and then drop it in any one of the ballot boxes provided in Pui Kiu College, **or alternatively**, seal the envelope and then give it to your son/daughter for handing over to his/her class teacher who will arrange to drop it in the said ballot boxes.  
 把信封封好，然後放進設於培僑書院的票箱內，**或**把信封封好，然後交予你的子女讓他/她帶回班主任，班主任會將之放進上述投票箱內。

### **附件三 ANNEX III**

## **家長校董選舉中須留意的道德操守 Ethical Conduct Required in the Parent Manager Election**

### **候選人的提名Nomination of Candidates**

1. 不得提供利益令任何人參選或不參選。  
Do not offer any advantage to get any person to stand or not to stand as a candidate.
2. 不得提供利益令任何已獲提名的候選人退出競選。  
Do not offer any advantage to get any person having been nominated as a candidate to withdraw his candidature.
3. 不得提供利益令任何候選人不盡最大努力促使其本人當選。  
Do not offer any advantage to get any candidate's not using his best endeavours to promote his candidature.
4. 不得索取或接受任何人的利益而參選或不參選。  
Do not solicit or accept any advantage for any person's standing or not standing as a candidate.
5. 不得索取或接受任何人的利益，而在獲提名為候選人後退出競選。  
Do not solicit or accept any advantage for any person's withdrawal of his candidature.
6. 不得索取或接受任何人的利益，而不盡最大努力促使其本人當選。  
Do not solicit or accept any advantage for any candidate's not using his best endeavours to promote his candidature.
7. 不得施用或威脅施用武力或脅迫手段令任何人參選或不參選，或退出競選。  
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. 不得以欺騙手段令任何人參選或不參選，或退出競選。  
Do not induce by deception, any person to stand or not to stand as a candidate, or to withdraw his candidature.

### **競選活動Electioneering**

1. 不得發表包括（但不限於）候選人的品格、資歷或以往的行為的虛假或具誤導性達關鍵程度的陳述。  
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. 不得參與任何可能引致批評或指稱不適當的活動，並須遵守選舉的公平原

則。

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. 不得在任何競選活動中，特別是在競選刊物中聲稱或暗示獲得任何人士或機構支持，除非已得到該名人士或機構的書面同意。

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

### **投票Voting**

1. 不得提供利益，令他人在選舉中不投票。

Do not offer any advantage to induce any person not to vote at an election.

2. 不得提供利益，令他人在選舉中投票或不投票予某候選人。

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

3. 不得提供食物、飲料或娛樂，或償付用於提供該等食物、飲料或娛樂的費用，以影響他人在選舉中不投票。

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. 不得提供食物、飲料或娛樂，或償付用於提供該等食物、飲料或娛樂的費用，以影響他人在選舉中投票或不投票予某候選人。

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. 不得向任何人施用或威脅施用武力或脅迫手段，以影響他人的投票決定。

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. 不得以欺騙手段誘使他人在選舉中不投票。

Do not induce by deception any person not to vote at an election.

7. 不得以欺騙手段誘使他人在選舉中投票或不投票予某候選人。

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