



27 May 2026

Dear Parents/Guardians,

### **“2026/2028 Parent Manager Election” Notice (1) --- Nomination for Candidacy**

As all of you would know, the St. Joan of Arc Secondary School Parent-Teacher Association (SJASSPTA) is a partner of the school and participate in the promotion of school activities and school management. The SJASSPTA would conduct an election to elect **one parent manager** and **one alternate parent manager** to the Incorporated Management Committee of St. Joan of Arc Secondary School (IMC of SJASS) by means of secret ballot via correspondence from May to June 2026 in accordance with the Regulations for Election and the “Education Ordinance”. The term of office of the parent manager will be ended on 31 August 2028. The election is now open for nomination and the relevant procedures are as follows:

#### **Responsibility**

Represent the parents / guardians of the school to participate in the IMC of SJASS and carry out the duties as a school manager. In short, the responsibilities of a manager are to: set the direction for short-term and long-term development of the school; draw up policies and priorities for development projects; formulate policies on curriculum, financial management, personnel management, and campus management; and lead the school to enable all-round development of the students in both academic and non-academic areas. The parent manager shall participate in the meetings of the IMC of SJASS.

#### **Candidature**

1. All parents of current students at the school are eligible to become candidates. Parents in relation to a student include a guardian of the student and a person who is not the parent or guardian of the student but has the actual custody of the student.
2. According to section 40AO(5)(b) of the “Education Ordinance”, a parent should not be nominated as a parent / alternate parent manager if he / she is a serving teacher of the school. Candidates should also note the registration requirements of managers set out in section 30 of the Ordinance. (Please see Appendix 1 of the “Regulations for the Election of SJASS Parent Manager”)
3. As stipulated in the Ordinance, no manager shall serve in an IMC in more than one capacity, for example, no one can serve as a parent manager and an alumni manager at the same time. Thus, if there are two elections under different categories to be conducted concurrently in a school, no one should stand as candidate in more than one election.

#### **Nomination Procedure**

1. A parent may nominate oneself or another eligible candidate (the nomination should have the consent of the parent being nominated) to stand for the election and the nomination should be second by another parent of a current student. The parent who has the intention to nominate a candidate should fill in the “Nomination Form” attached. (Appendix 1)
2. In order to facilitate the voters to decide their preference, each candidate will be

asked to write a “Statement of Self-introduction” (Appendix 1) and declare that he / she does not violate the registration requirements of managers set out in section 30 of the Ordinance.

3. The nominator should submit the “Nomination Form” and the “Statement of Self-introduction” to the Returning Officer in person through the School General Office before the end of the nomination period.
4. To avoid any miscommunication, the candidate who fails to receive confirmation of nomination from the Returning Officer after 12 June 2026 should contact him for clarification.

### **“2026/2028 Parent Manager Election” Schedule**

Nomination Period:	27 May 2026 to 10 June 2026
Voting Day:	25 June 2026 to 26 June 2026 (8:15a.m. to 4:15 p.m.)
Day of Vote Counting:	29 June 2026 (at 5:00 p.m.)
Day of Announcing Results:	2 July 2026

Elected: In the election, the candidate who obtains the greatest number of votes will be nominated for registration as the parent manager and the candidate who obtains the second greatest number of votes will be nominated for registration as the alternate parent manager. If two candidates or more receive the same number of greatest votes, then the result should be decided by drawing lots. If there is only one candidate running for the election, he / she will be automatically elected as the parent manager. The results will be announced through the School Web Site.

Appeal: Unsuccessful candidates may, within **one week** of the announcement, appeal to the Appeal Board in writing together with the reasons. All appeal cases will be handled according to Article 17 of the “Regulations for the Election of SJASS Parent Manager”.

The “**2026/2028 Parent Manager Election**” is now open for nomination. Please fill in the reply slip and return it to the class teacher on or before 10 June 2026. If you have any enquiries, please feel free to contact the undersigned on 2578 5984.

Attached please find the following information for you to consult and fill in:

**Appendix 1:** “Nomination Form” and the “Self-introduction of Candidate”

**Appendix 2:** Ethical Conduct Required in the Parent Manager Election

For the “Regulations for the Election of SJASS Parent Manager” and its appendices please browse the news section of the School Web Site: <https://www.sja.edu.hk>

We look forward to your active participation in the election.

Yours sincerely,

FUNG Wai Ping  
Returning Officer  
“2026/2028 Parent Manager Election”  
SJASS Parent-Teacher Association

*Be determined and confident. Do not be afraid of them. Your God, the Lord himself, will be with you. He will not fail you or abandon you. (Deuteronomy 31:6)*

**“2026/2028 Parent Manager Election” Notice (1) --- Nomination for  
Candidacy  
Reply Slip**

To: “2026/2028 Parent Manager Election” Returning Officer

I acknowledge receipt of the “2026/2028 Parent Manager Election” Notice (1) and understand the procedures of the nomination as detailed in your letter dated 27 May 2026.

\* Please put a ✓ in the appropriate box (you can only choose one)

I have no intention to nominate oneself or another eligible candidate to stand for the “2026/2028 Parent Manager Election”.

I would like to nominate oneself or another eligible candidate to stand for the “2026/2028 Parent Manager Election” and complete the nomination procedure as required.

Signature of Parent: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ ( )

Date: