



Ref no: PTA003

26th September, 2019

Dear P.1-P.6 Parents/Guardians,

Re: 14th Incorporated Management Committee's Parent Manager Election

The information of all the candidates of the 14th Incorporated Management Committee's Parent Manager Election has been distributed to all parents on 16th September, 2019. The election details will be as follows:

1. Date & Time of voting:	27 th September, 2019, from 8:00 a.m. to 3:30 p.m.
2. Voting Method:	<ol style="list-style-type: none">1. Parents can vote in person in the school or,2. Parents are allowed to ask their children to return their ballot paper to the class teachers, the ballot paper should be sealed in envelopes specifically designed for that purpose before placing them into the ballot box.
3. Important notice for voting:	<ol style="list-style-type: none">1. Every parent should vote individually and should have only one vote irrespective of the number of children the parent has at the school.2. Every eligible elector has equal voting right. Each of the parents can cast one vote.3. 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.4. The number of "✓" you marked on the ballot paper should not be more than one. Every elector can vote for one candidate only.5. You can only mark "✓" on the ballot paper. Other marks and signs are not accepted. Otherwise, your ballot paper will be considered null and void.6. If the ballot paper has not been marked properly, it will be considered null and void.7. Vote must be folded and put into a designated sealed envelope.8. All ballot paper must be returned to the class teacher within the stated time period. Otherwise, your ballot paper will be considered null and void.9. Elector can ask for a change of ballot paper if mistakes are made.10. Blank ballot papers should also be returned to the school.
4. Counting session:	27 th September 2019, at 3:45p.m., at Po Kok Primary School, School Hall (Parents are invited to attend and witness the counting of votes)
5. Date of announcing results :	8 th October, 2019 (One week is reserved for appeal period. Candidates can make an appeal in written format to our PTA from 27 th September, 2019 to 5 th October, 2019 if needed. A notice will be issued to inform all parents of the confirmed results of the election on that day)

Please find attached two ballot paper and two envelopes, please read the instructions carefully before casting your votes. Please seal the envelopes after you have put the ballot paper inside. Thank you for your kind attention.

Yours faithfully,

Mimi Lok

Ms Mimi Lok Hoi Yan
Returning Officer