



寶 覺 小 學
PO KOK PRIMARY SCHOOL
香港跑馬地山光道十一號
11, SHAN KWONG ROAD, HAPPY VALLEY, HONG KONG
TEL:2573 7911 · FAX:2572 4364

Ref no: PTA003

27th September, 2023

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

Re: 18th Incorporated Management Committee's Parent Manager Election

The information of all the candidates of the 18th Incorporated Management Committee's Parent Manager Election has been distributed to all parents on 21st September, 2023. The election details will be as follows:

1. Date & Time of voting:	28 th September, 2023, from 8:00 a.m. to 3:00 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. The ballot paper 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:	28 th September, 2023, at 3:15 p.m., at Po Kok Primary School, School Hall (Parents are invited to attend and witness the counting of votes)
5. Date of announcing results :	A notice will be issued to inform all parents of the confirmed results of the election on 4 th October, 2023. (Candidates can make an appeal in written format to our PTA from 29 th September, 2023 to 3 rd October, 2023 if needed.)

Please find attached two pieces of ballot paper and two envelopes, and 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,

Danny Chan

Mr Danny Chan
Returning Officer