



**P a r e n t   M a n a g e r   E l e c t i o n**  
of the  
**La Salle College Incorporated Management Committee**



### **Guidelines of the LSCIMC Parent Manager Election**

As stated in Section 14 of the Constitution of the LSCIMC, LSCIMC has recognized the LSCPTA as the official body for the yearly nomination of a *parent manager* and an *alternate parent manager* for the LSCIMC. Both the parent manager and alternate parent manager shall be chosen by means of an election to be conducted by the LSCPTA as described hereunder:

1. The election will be held within three weeks after the AGM of the LSCPTA.
2. No less than 21 days before the date of election (the '**Parent Manager Election Day**'), the LSCPTA shall give notice in writing to ALL parents of the current students of LSC about the election. The notice shall specify:
  - a) the date, time, and venue of the Parent Manager Election Day.
  - b) that 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.
  - c) that parents/ guardians of the current students of LSC listed on the data base of the School Administration Management System (SAMS) are eligible to vote. Parents/ Guardians are reminded to ensure their respective records in SAMS are up-to-date and accurate. A teacher of LSC who is the parent of a current student of LSC also has the right to vote. Every eligible elector has equal voting right.
  - d) that every parent should vote individually and should have only one vote irrespective of the number of children the parent has at LSC. Both parents of a student will each be given a ballot paper for voting. On request, a ballot paper may be given to the guardian of the student or the person who has the actual custody of the student.
  - e) that voting can only be done in person and only during the specific period of time in the parent manager election. No proxy will be allowed.
  - f) that voting will be conducted by secret ballot.
  - g) that all parents of the current students of LSC are eligible to stand for the election of parent manager provided that the candidate has secured nominations from **fifteen** individual parents of the current students of LSC. Each parent is only allowed to nominate ONE candidate for election. The specified nomination form is available from the LSC office upon request. The LSCPTA reserves the right to verify the validity of the nominations. Email acknowledgements will be sent to nominators to verify the legitimacy of their identities.
  - h) that on the nomination form, each candidate will be asked to write a 300-word statement of self-introduction and a 300-word objective & aspirations statement. Both statements will be shown to all the parents, students, and teachers of LSC and will be posted on the LSCPTA website. Limited numbers of hardcopies will be available on request from the LSC office.
  - i) that the deadline for a candidate to enter the election will be at the close of the general office of LSC 10 days before the Parent Manager Election Day.
  - j) A 2-minute self-introductory video of each candidate will be prepared by LSC and presented in the election hall on the Parent Manger Election Day.

3. Not less than 7 days before the Parent Manager Election Day, LSCPTA shall give a further notice in writing to ALL parents of the current students of LSC in which it shall :-
  - a) show a list of the names of all candidates who are validly nominated.
  - b) show how to gain access to the introduction of the candidates for their information.
  - c) specify the arrangements for the counting of votes and announcement of election results.
4. On Election Day:
  - a) All legitimate parents attending will be asked to sign in.
  - b) One ballot form will be handed over to each legitimate parent after sign-in.
  - c) On the ballot form, all candidates' names will be presented with a check box next to each candidate's name. Voters are asked to pick only ONE candidate as their choice of parent manager by putting a cross inside that candidate's check box. If a voter inputs more than one cross on the ballot form, that form will be deemed void. All blank ballot forms returned are also deemed void.
  - d) The voting will be conducted by a secret ballot. Voters should not put down their name or any other form of ID on the ballot form.
  - e) Voters will submit completed ballot forms by placing them in sealed opaque boxes in the voting venue before the cutoff time.
  - f) Election time will be 2 hours. After the cut-off time, all voting boxes will be collected by personnel appointed by LSCPTA and the counting of the votes will take place off-stage.
  - g) All candidates, representatives from LSC and LSCPTA will be invited to witness the counting process making sure it is done in a fair and unbiased manner.
  - h) The results will be announced once the vote counting is finished.
  - i) If two or more candidates obtain the same highest number of votes after the first round of vote counting, there shall be a second round of voting for these candidates. This second round of voting shall start 30 minutes after the announcement of the first round results and shall last for 30 minutes. The mechanism of the second round of voting shall be the same as that of the first round. If there are only two candidates who are tied with the highest number of votes after the first round and one of the candidates decides to step aside, the other candidate will be elected the parent manager and the one who stepped aside will be the alternate parent manager. If after the second round of voting, there are still two candidates in a tie situation, and if one decides to step aside, the other candidate will be elected the parent manager and the one who stepped aside will be the alternate parent manager. Otherwise, the result of the election shall be determined by drawing lots by the Returning Officer immediately after the announcement of the results of the second round of voting.
5. Ethical Conduct  
Parents, being candidates and voters in the parent manager election, should note and observe the ethical conduct regulations in Annex I.
6. Appeal Mechanism  
Unsuccessful candidates may, within one week of the announcement of the results of the election of the LSCIMC Parent Manager, appeal in writing together with reasons, to the LSCPTA. The appeal case(s) will be further investigated and handled by the LSCIMC.

## **Ethical Conduct Required in the LSCIMC Parent Manager Election**

### **Nomination of Candidates**

1. Do not offer any advantage to get any person to stand or not to stand as a candidate.
2. Do not offer any advantage to get any person having been nominated as a candidate to withdraw his candidature.
3. Do not offer any advantage to get any candidate's not using his best endeavours to promote his candidature.
4. Do not solicit or accept any advantage for any person's standing or not standing as a candidate.
5. Do not solicit or accept any advantage for any person's withdrawal of his candidature.
6. Do not solicit or accept any advantage for any candidate's not using his best endeavours to promote his candidature.
7. 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. Do not induce any deception, for any person to stand or not to stand as a candidate, or to withdraw his candidature.

### **Electioneering**

1. Do not make any materially false or misleading statements of fact including, but not limited to, the character, qualifications, or previous conduct of a candidate or candidates.
2. Do not take part in any activity that is likely to give rise to criticism or allegation of malpractice but abide by the principle of fairness in the LSCIMC Parent Manager election.
3. Do not state overtly or covertly the support of any person or organization in any campaign activities, especially in campaign literature, before written consent has been obtained.

### **Voting**

1. Do not offer any advantage to induce any person not to vote in the election.
2. Do not offer any advantage to induce any person to vote or not to vote for a particular candidate in the election.
3. 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 in the election.
4. 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 in the election.
5. 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. Do not induce by deception any person not to vote in the election.
7. Do not induce by deception any person to vote or not to vote for a particular candidate in the election.