

# HKUGA College Parent-Teacher Association Election for Parent Manager

## 〈Directions for Voting〉

### Voting Regulations

1. All parents of current pupils are eligible to vote. Teachers of the School who are parents of current pupils of the School are also eligible to vote.
2. All candidates for election are eligible to vote.
3. Each family is entitled to **One (1)** Ballot Paper only, irrespective of the number of children the parents have at the School.
4. To ensure a fair election, the voting is conducted by secret ballot, i.e. electors must not put down their names or any marks of identification on the Ballot Paper and must not let other electors see whom they have voted for.
5. Parents are requested to vote in person on the Election Day held at 2:00 pm on 30 May 2009. **No Proxy** will be accepted for the Election.
6. If you cannot attend the Election Day or opt to give up your voting right, you should return the Ballot Papers via your children by dropping in the Ballot box available at the entrance of the School General Office within the period from 22 to 29 May, 2009. The returned Ballot Papers should be either duly completed or remain blank. The Election Supervisor who will then unseal the Ballot Box at the Election day so that your votes will be duly counted.
7. Parents who attend the Election Day should **bring along the attached serial-coded Ballot Paper for voting on the Election Day (30 May 2009)**. No Ballot Paper will be provided during the Election.
8. Replacement of Ballot Paper will **not** be available at the AGM. Any damaged or inappropriately filled Ballot Paper will be considered null and void. As such, please read and understand the voting requirement before completing the Ballot Paper.
9. **No late Ballot Papers after the Election process** will be accepted.
10. Counting of votes will be conducted on the Election Day witnessed by Election Supervisor, representative(s) of PTASC and any interested parents, and results of the Election will be announced right after the counting.

### Notes on Ballot Papers

1. Please use **a blue or black ballpoint pen** to tick against the numbered boxes of the candidates you vote for.
2. The **serial number** with **an original chop of the PTA** at the upper right-hand corner of each Ballot Paper is **unique**. Any Ballot Paper with the same serial number as that of another Ballot Paper or without an original PTA chop will be considered null and void.
3. You may vote for **one (1)** candidate only. **Do not** put any marks other than **one (1)** tick on the Ballot Paper; otherwise, it will be considered null and void.
4. Before dropping the Ballot Paper in the Ballot Box, please **fold the filled Ballot Paper into halves without** applying staples, glue, or plaster. If the Ballot Paper is damaged because of heavy sealing, it could be considered null and void.

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