

Education Bureau Circular Memorandum No. 48/2017

From: Secretary for Education To: Supervisors / Heads / Teachers of all
Ref.: EDB/CPC/8/5 Day Schools
Date: 10 March 2017

(Note: All school heads and teachers should read this circular memorandum.)

Preparation for Election of the Council on Professional Conduct in Education 2017

Summary

The purpose of this circular memorandum is to provide heads and teachers with relevant information about the Election of the Council on Professional Conduct in Education 2017, and to invite them to participate in the briefing cum question and answer session. This circular memorandum should be read in conjunction with the Education Bureau Circular Memorandum No. 7/2017 on Nomination for Election of the Council on Professional Conduct in Education 2017 issued on 13 January 2017 and the Education Bureau Circular Memorandum No. 26/2017 on Time Schedule for Election of the Council on Professional Conduct in Education 2017 issued on 23 January 2017.

Details

Briefing cum Question and Answer Session for Candidates

2. Regarding the election of the Council on Professional Conduct in Education (the Council) 2017, the Education Bureau has arranged a briefing cum question and answer session for the candidates of the teacher-nominated category. The candidates will meet voters and give a short election speech at the session, as well as answer questions from the floor. You and the teachers of your school are cordially invited to attend the briefing cum question and answer session. Details of the session are as follows:

Date : 25 March 2017 (Saturday)
Time : 11:30 am – 1:00 pm
Venue: Room EP12, Podium, East Block,
EDB Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong, Kowloon
(Exit E, Kowloon Tong MTR Station)
Language: Cantonese

Information Sheet on Candidate and Campaign Literature

3. To facilitate candidates in introducing themselves to voters for the Council election 2017, the Information Sheet on Candidate and Campaign Literature (**if any**) submitted by candidates have been uploaded to the website of the Council (http://cpc.edb.org.hk/en/election_17.htm) for reference. These materials will also be attached

to the circular memorandum on Collection of Ballot Papers and Voting Arrangements to be issued to schools in late March 2017.

Nomination of Returning Officers

(A) For Aided Secondary Schools, Government Secondary Schools, Direct Subsidy Scheme (DSS) & Private Secondary Schools, Aided Primary Schools, DSS & Private Primary Schools and Kindergartens

4. The Voting Day of the election for the teacher-nominated category is scheduled for Thursday, 6 April 2017. Similar to the last exercise, the election will be conducted in schools under the supervision of the school head, or the deputy head in case the school head is himself/herself a candidate. **All local aided secondary schools, government secondary schools, DSS and private secondary schools, aided primary schools, DSS and private primary schools as well as kindergartens**, irrespective of whether or not they have made nominations, **are requested to nominate two teachers to be the Returning Officers** who will arrange to collect ballot papers and return the voting results to their respective Chief School Development Officers [CSDOs] (for secondary schools, primary schools and kindergartens) or the Chief Services Officer (Joint Office for Kindergartens and Child Care Centres) [CServO(JOKC)] (for kindergarten-cum-child care centres). School heads/deputy heads are requested to take note of Annexes I and II, and **return the Nomination Form for Returning Officers (Annex II)** to their respective CSDOs or CServO(JOKC) **by fax on or before Monday, 27 March 2017.**

(B) For Government Primary Schools and Special Schools

5. Each of the Government Primary Schools and Special Schools categories has one seat in the Council. Since there is one candidate in each of the above categories, the number of candidates is not more than the number of seats. As such, government primary schools and special schools do not have to conduct voting on the Voting Day, and are not required to submit nominations for Returning Officers.

Enquiries

6. Enquiries related to this circular memorandum should be directed to the Secretariat of the Council on Professional Conduct in Education at 2780 8432 or 2780 8427.

Benjamin YUNG
for Secretary for Education

c.c. District CSDOs & CServO(JOKC)

Guidance Notes for School Heads and Returning Officers
(for aided secondary schools, government secondary schools, DSS & private secondary schools, aided primary schools, DSS & private primary schools and kindergartens under the Teacher-nominated Category)

1. **Nomination of two Returning Officers on or before 27 March 2017:**

Each school shall nominate two teachers as Returning Officers to monitor the process of election. School heads are requested to return the Nomination Form for Returning Officers (Annex II) to their respective Chief School Development Officers [CSDOs] (for secondary schools, primary schools and kindergartens) or the Chief Services Officer (Joint Office for Kindergartens and Child Care Centres) [CServO(JOKC)] (for kindergarten-cum-child care centres) by fax on or before 27 March 2017. Relevant fax numbers are listed on Annex II.

2. Returning Officers must not be candidates for the Council election.

3. **Collection of Ballot Papers on 31 March, 3 and 5 April 2017:**

Schools should collect the ballot papers from their respective CSDOs or CServO(JOKC) on 31 March, 3 and 5 April 2017. The collection form will be attached to the circular memorandum on Collection of Ballot Papers and Voting Arrangements to be issued to schools in late March 2017 and can be downloaded from the EDB webpage.

4. **Duties on Voting Day, 6 April 2017:**

The duties of the Returning Officers are as follows:

- (a) To keep a list of eligible voters;
- (b) To distribute ballot papers to voters;
- (c) To ask voters to acknowledge receipt of their ballot papers by signing a record sheet;
- (d) To show to all voters that the ballot box is empty before voters put in their ballot papers;
- (e) To ensure that the voting is conducted by secret ballot;
- (f) To ask voters to put their ballot papers into the ballot box;
- (g) To count the votes cast in front of the voters; and
- (h) To sign the “Voting Results Return Form” (attached to the circular memorandum on Collection of Ballot Papers and Voting Arrangements to be issued to schools in late March 2017 and can be downloaded from the EDB webpage) and the envelope containing the cast ballot papers.

5. **Return of “Voting Results Return Form” before 4:00 pm, 7 April 2017:**

After the vote counting, school heads/deputy heads should sign the “Voting Results Return Form” and have it delivered by hand together with any undistributed ballot papers to their respective CSDOs or CServO(JOKC) before 4:00 pm on Friday, 7 April 2017.

6. School heads/deputy heads are required to put all the cast ballot papers in an envelope, which should then be signed and sealed by them and by the two Returning Officers. To facilitate verification as and when required, school heads/deputy heads should keep the envelope and the cast ballot papers in safe custody for at least six months.

To: Chief School Development Officer () [Please fill in the respective district] /
Chief Services Officer (Joint Office for Kindergartens and Child Care Centres) *
(To be returned by fax on or before 27 March 2017)

Election of the Council on Professional Conduct in Education 2017
Nomination Form for Returning Officers

(For aided secondary schools, government secondary schools, DSS & private secondary schools, aided primary schools, DSS & private primary schools and kindergartens; NOT for completion by government primary schools and special schools.)

Please note that the following two teachers have been nominated as Returning Officers:

Name: (English) _____ (Chinese) _____

Name: (English) _____ (Chinese) _____

The voting session of my school for the Council election will be held from _____ (start time) to _____ (end time) on Thursday, 6 April 2017.

Name of School: _____

Name of School Head: _____

Signature: _____ Date: _____

For secondary schools, primary schools and kindergartens, please fax this form to your respective Chief School Development Officer:

Hong Kong Regional Education Office		Kowloon Regional Education Office		New Territories East Regional Education Office	
District	Fax No.	District	Fax No.	District	Fax No.
Central & Western	2543 3051	Kowloon City	2715 6249	Tai Po	2672 3747
Southern	2865 0491	Sham Shui Po	2720 9699	North	2676 0011
Wan Chai	2572 0800	Sai Kung	2783 0354	Sha Tin	2602 2214
Islands	2865 1458	Kwun Tong	2783 7521	New Territories West Regional Education Office	
Hong Kong East	2865 1432	Wong Tai Sin	2782 6043		
		Yau Tsim & Mong	2781 0206	District	Fax No.
		Kok		Kwai Chung &	2480 3614
				Tsing Yi	
				Tsuen Wan	2498 1923
				Tuen Mun	2416 5710
				Yuen Long	2416 3240

For kindergarten-cum-child care centres, please fax this form to the Chief Services Officer (Joint Office for Kindergartens and Child Care Centres) :

Joint Office for Kindergartens and Child Care Centres

Fax no.: 3107 2180

* Please delete as appropriate