

HKUGA College Parent-Teacher Association
The Fourth Standing Committee Ordinary Committee Members Election 2011
< **Directions for Voting** >

Voting Regulations

1. All parents of current pupils and teachers of the School are 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. parent must not put down your names or any marks of identification on the Ballot Paper and must not reveal to other parents whom you have voted for.
5. **No Proxy** will be accepted for the Election. Parents can either attend the Election in person and cast your votes on 28 May 2011 at the Election or cast your votes during the Pre-Election Voting Period (25 to 27 May 2011). Please note below for Pre-Election Voting Directions.
6. If members opt to give up your voting right, you should return the blank Ballot Papers via your children by dropping into Collection Box during the Pre-Election Voting Period. Please refer to the instructions below for Pre-Election Voting.
7. Members who attend the Election Day should **bring along attached serial-coded Ballot Paper for voting on Election Day (28 May 2011)**. No extra Ballot Paper will be provided during the Election.
8. **A Ballot Paper can be replaced only if it is damaged and returned to the PTA during the Election** at a specific Replacement Counter set up for such purpose.
9. **No late Ballot Papers** will be accepted.
10. Counting of votes will be conducted on the Election Day witnessed by the Election Supervisor, representative(s) of the Parent-Teacher Association Standing Committee, any interested parents and/or the School Principal. Results of the Election will be announced at the end of the event.

Notes on Ballot Papers

1. Please use **a blue or black ballpoint pen** to mark a '✓' against the numbered boxes of the candidates you vote for.
2. The **serial number** with **an authenticated chop** 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 authenticated chop will be considered null and void.
3. **Do not** put any marks other than '✓' on the Ballot Paper; otherwise, it will be considered null and void.
4. You may vote for **a maximum of six(6)** candidates. Should your Ballot Paper contain more than six (6) '✓', it will be considered null and void.
5. For **replacement** of the Ballot Paper, the damaged Ballot Paper **must be** presented and returned to the PTA at the Replacement counter during the Election. If the serial number shown at the upper right-hand corner of a Ballot Paper is seriously damaged or not identifiable, the Ballot Paper shall not be replaced.
6. Before dropping the Ballot Paper in the Collection Box, please **fold the ticked 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.

Voting

 **The Pre-Election Voting Period: 25 to 27 May 2011 (Wednesday to Friday)**

For members who will not attend the Election but wish to cast your vote before the Election, you are requested to put your Ballot Paper in the Collection Box outside the School General Office during the Pre-Election Voting Period specified above. The Collection Box will be available from 25 May 2011 (Wednesday) 9:00 a.m. through 27 May 2011 (Friday) 5:00 p.m. At the end of the Pre-Election Voting Period, the Collection Box will be sealed and secured and will be opened for counting by the responsible teachers at the Election Day.

 **The Election Day: 28 May 2011 (Saturday)**

For members who will attend the Election, you are requested to cast your vote on the day of Election from **2:00 p.m. up to the end of the candidates' self presentation**. **No late Ballot Papers** will be accepted.