

21 February 2008

Miss Odelia Leung  
Clerk to Bills Committee  
Legislative Council  
Legislative Council Building  
8 Jackson Road  
Central  
Hong Kong

**By Email and By Post**

Dear Odelia,

**English Schools Foundation  
Amendment Bill 2007  
Procedures for Election of Parents to the Board**

Please find attached our paper on the captioned subject, in both English and Chinese, for members' information. These election procedures will be reflected in the revised draft Regulation to be submitted to Bills Committee members later.

Yours sincerely,



Heather Du Quesnay  
Chief Executive

Att

## ESF Procedures for the Election of Parents to the Board

### 1. Application of these Procedures

- 1.1 These election procedures apply to the election of parents to the Board of Governors.
- 1.2 For elections to the Board the CEO will manage the election process.

### 2. Notification of the Election

- 2.1 The CEO will notify parents of the election giving at least one month's notice.
- 2.2 The means of notification will be decided by the CEO and may include :
  - the publishing of notices in the schools;
  - email; and
  - notification on the ESF and school websites.

### 3. Secret Ballot

There will be a secret ballot.

### 4. Nomination of Candidates

- 4.1 The CEO will write or email to all parents inviting the nomination of candidates.
- 4.2 For the election of parents to the Board there will be two categories :
  - a. parent of a child with special educational needs (SEN); and
  - b. parent of any other child.

#### Note

- (i) For the purposes of the election to the Board, a parent will be eligible to stand in category 4.2.a. if his/her child has been formally assessed by the school against the framework for identifying students with disabilities in ESF schools at Level 2 or higher.
  - (ii) One further parent will be elected to the Board by the Committee of Parents.
- 4.3 Nominations will require a proposer and seconder.
  - 4.4 Each nomination form will need to be signed by the nominated person indicating his/her agreement to stand.

4.5 Nomination forms will be returned to the CEO by a specified date.

## **5. Submission of Personal Statement**

Nominated candidates will be invited by the CEO to submit a personal statement giving brief details of their relevant experience and what they believe they can contribute to the Board of Governors.

## **6. The Ballot**

6.1 Ballot papers and information about the candidates will be dispatched to parents by post using the billing address held by ESF.

6.2 Each parent, up to two connected with any child, will have a vote. Parents with children at more than one school will be able to vote at each school attended by their children. Parents will have only one set of votes per school irrespective of the number of children they have in the school.

6.3 Each parent entitled to vote will have :

- One vote for the parent of a child with SEN; and
- 6 votes for other parents.

6.4 Parents will be asked to return the ballot paper to ESF Centre in an envelope marked 'Parent Ballot' supplied by ESF. The returned papers will be kept in a secure place until the count.

6.5 ESF's Internal Auditor will be responsible for opening the envelopes and managing the count. The candidates will be invited to be present during the process.

## **7. The Result**

7.1 The winning candidate(s) will be decided by the number of votes cast. In the event of an equality of votes, the winning candidate will be decided by the drawing of lots.

7.2 The result will be announced by the Internal Auditor through notices placed in the schools and on the ESF and school websites.

## **8. Match of Candidates to Places**

8.1 If fewer candidates are nominated than there are places available, those nominated will be deemed to have been elected.

8.2 If vacancies remain, the Board will have power to co-opt a parent or parents to fill vacant places for the remainder of the school year. A new election will be held at the start of the following school year.

Heather Du Quesnay  
Chief Executive  
13Feb08