



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

本局檔號 Our Ref. : EDB/CPC/8/3/5

電話 Telephone : 2780 8432

來函檔號 Your Ref. :

傳真 Fax Line : 2891 8476

Room 702, 7/F, Kowloon Government Offices
405 Nathan Road, Kowloon.

6 January 2012

To: Chairpersons of Education Organisations

Dear Sir/Madam,

**Nomination for Election of the
Council on Professional Conduct in Education 2012**

Following the recommendation of Education Commission Report No. 5, the Council on Professional Conduct in Education (the Council) was set up in April 1994. The Council is a non-statutory body to advise the Government on measures to promote professional conduct in education. The terms of reference of the Council comprise the following three items:

- (a) To advise the Government on measures to promote professional conduct in education;
- (b) To draft operational criteria defining the conduct expected of an educator and to gain widespread acceptance of these criteria among all sectors of the education community through consultation; and
- (c) To advise the Permanent Secretary for Education on cases of disputes or alleged professional misconduct involving educators.

It has 28 seats of three categories, namely, the organisation-nominated category, the teacher-nominated category and members nominated by the Permanent Secretary for Education. The current term of office of the Council members will expire on 30 April 2012.

Nominations for election to the organisation-nominated category for the new term of office from 1 May 2012 to 30 April 2014 are now called for. You are invited to nominate a member in your organisation to stand for election to the

Council. The nomination period for the Council election 2012 will run from 6 January to 17 February (12:00 noon) 2012. As the Council serves to promote the professional conduct of the teaching profession, the nominated member should as far as possible be a practising teacher. To facilitate the nomination, I enclose the following documents for your information and necessary action:

Information about the Council and the Council Election 2012

- Annex I General Information on the Council on Professional Conduct in Education
- Annex II List of Education Organisations [version as at 16 December 2011 provided by the Hong Kong Teachers' Centre]
- Annex III General Rules for the Council Election for Organisation-nominated Category
- Annex IV Time Schedule of the Election of the Council on Professional Conduct in Education 2012

Nomination Form/Information Sheet on Candidate

- Annex V Nomination Form for Organisation-nominated Candidate
- Annex VIa Information Sheet on Candidate (must be submitted)
- Annex VIb Campaign Literature (optional)
- Annex VII Reply Slip on Provision of Contact Information of Education Organisations to Candidates in Their Respective Category (Not for completion by education organisations whose contact information has been uploaded to the Hong Kong Teachers' Centre website)

Deadline for Nomination

Nominees should read Annexes I to IV before completing the Nomination Form for Organisation-nominated Candidate (Annex V) and Information Sheet on Candidate (Annex VIa), and the Campaign Literature (Annex VIb) (**if any**) which should then be submitted to the following officer during office hours [Mondays to Fridays (except Public Holidays): from 8:30 am to 1:00 pm and from 2:00 pm to 6:00 pm] by registered mail or by hand **before 12:00 noon on Friday, 17 February 2012:**

Senior Professional Development Officer
(Council on Professional Conduct in Education)
Education Bureau
Room 702, 7/F, Kowloon Government Offices
405 Nathan Road, Kowloon

Should you return the form by registered mail, it is advisable that you send it well in advance to ensure that it reaches the above address by the deadline. **Nominations received thereafter will not be accepted.**

Agreement of Education Organisations (except those which have uploaded their contact information to the Hong Kong Teachers' Centre website) to Provide Their Contact Information to Candidates

At present, most of the education organisations have uploaded their contact information to the Hong Kong Teachers' Centre (HKTC) website, from which candidates can obtain the contact information of their respective education organisations for conducting electioneering activities. To facilitate candidates in conducting their electioneering activities, we hereby **seek the agreement of education organisations whose contact information has not been uploaded to the HKTC website to release such information they provided to the HKTC (including all or part of the following six items of information: contact person, address, telephone number, fax number, email address and website) to candidates in their respective category.** Such information will only be used for the electioneering activities of the Council Election 2012. For organisations who have not uploaded their contact information to the HKTC website, please complete the attached Reply Slip (Annex VII) and send it by fax to 2891 8476 or by mail to the Senior Professional Development Officer (Council on Professional Conduct in Education) of the Education Bureau **before 12:00 noon on Friday, 17 February 2012.** If the organisations do not reply before the deadline, such organisations (i.e. those who have not uploaded their contact information to the HKTC website) will be considered as not agreeing to release any contact information to candidates.

Should you need further information, please contact the Secretariat of the Council on Professional Conduct in Education at 2780 8432 or 2780 8427.

Thank you for your continued support to the Council.

Yours sincerely,



(S K LEUNG)

for Secretary for Education

General Information on the Council on Professional Conduct in Education

(A) Background

On the recommendation of Education Commission Report No. 5 (ECR5), the Council on Professional Conduct in Education was set up in April 1994. It has 28 seats of three categories, namely the organisation-nominated category, the teacher-nominated category and the members nominated by the Permanent Secretary for Education. An Executive Committee and several Sub-committees are set up under the Council which has experienced nine terms of office from 1994 to 2012, with each term running for two years. For more information about the background, please refer to the website of the Council at <http://cpc.edb.gov.hk/> and/or access Chapter 8 of ECR5 on EDB's website at <http://www.edb.gov.hk>, following this path: Press Releases and Publications > Publications & Reports > Major Reports > Reports Issued On or Before 2000 > Education Commission Report No. 5.

(B) Terms of Reference

- (a) To advise the Government on measures to promote professional conduct in education;
- (b) To draft operational criteria defining the conduct expected of an educator and to gain widespread acceptance of these criteria among all sectors of the education community through consultation; and
- (c) To advise the Permanent Secretary for Education on cases of disputes or alleged professional misconduct involving educators.

(C) Structure

The Council has a total of 28 seats under three categories as follows:

Organisation-nominated Category (Total: 11 seats)		
Category	No. of seat(s)	Name of serving members
Teacher Education Institutions	1	Dr WONG Ping-man
School Groups and Sponsoring Bodies	2	Dr CHAN Wai-kai Dr CHIU Cheung-ki
Organisations of School Heads	1	Mr LAU Chiu-yin, Peter
Teachers' Unions	2	Mr LAM Lui-ming Mr HON Lin-shan (Chairperson)
Subject-related Organisations	3	Mr CHIU Sin-on Mr LIU Chun-kuen Ms TSUI Wai-chuen, Grace, MH
Educational Commentary and Research Organisations	1	Mr CHOW Ping-yan, Alan

Organisation-nominated Category (Total: 11 seats)		
Category	No. of seat(s)	Name of serving members
Other Educational Organisations	1	Dr HUI King-fai, Sammy

(b)

Teacher-nominated Category (Total: 14 seats)		
Category	No. of seat(s)	Name of serving members
Secondary Schools:		
Aided	3	Ms CHOI Chun-mui Ms HO Yuk-fong Ms SY On-na (Vice-chairperson)
Government	1	Mr LO Kon-keung
Direct Subsidy Scheme (DSS) and Private	1	Mr WONG Wing-tung, William
Primary Schools:		
Aided	3	Mr CHEUNG Fu-wing Ms DUNG Yi-ping Mr TING Kwing-chan
Government	1	Ms CHAN Maggie
Direct Subsidy Scheme (DSS) and Private	1	Dr CHAN Ka-wai
Kindergartens	2	Ms CHEONG Un-i Ms KWAN Shuk-ling, Elaine
Special Schools	2	Mr KING Chi-yu 1 Seat Vacant

(c)

Nominations by the Permanent Secretary for Education (Total: 3 seats)		
Category	No. of seat(s)	Name of serving members
Representative of the Education Bureau	1	Mrs HONG CHAN Tsui-wah, Principal Education Officer (Professional Development and Training)
Lay members	2	Mr WONG Chun, Justein, BBS, MBE, JP Mr YEUNG Sai-man

(D) **Method of Formation (Council members shall serve as individuals, not as representatives of any sectoral interest.)**

(a) Organisation-nominated members

Organisations intending to nominate a candidate or vote in the election of the Council should first be approved to join the Hong Kong Teachers' Centre as an organisation-member. Each organisation-member may nominate a member as a candidate. Organisation-nominated candidates are elected by a **majority vote** within their respective category on a one-organisation-one-vote basis.

(b) Teacher-nominated members

Each school may nominate a serving regular registered teacher (including the school head) as a candidate. Sixty serving registered or permitted teachers in the same type of schools (i.e. government primary schools, aided primary schools, direct subsidy scheme (DSS) and private primary schools, government secondary schools, aided secondary schools, direct subsidy scheme (DSS) and private secondary schools, kindergartens or special schools) may also nominate a serving regular registered teacher from that type of schools as an independent candidate.

All serving teaching staff (including school heads and temporary teachers employed on a monthly basis) who have registered with the Education Bureau are eligible to vote. Candidates shall be elected by a **majority vote** within their respective categories.

Regardless of the total number of candidates in any category, a teacher-nominated candidate will only be considered elected if he/she receives at least the minimum number of votes as listed below:

<u>Teacher-nominated category</u>	<u>Minimum number of votes</u>
Secondary Schools	500
Primary Schools	500
Kindergartens	300
Special Schools	200

(E) Election of Chairperson and Vice-chairperson

The Chairperson and the Vice-chairperson of the Council shall be elected by members of the Council. If the Chairperson elected comes from the organisation-nominated category, the Vice-chairperson shall come from the teacher-nominated category and vice versa.

(F) Term of Office

Council members shall serve for a term of two years.

HONG KONG TEACHERS' CENTRE - LIST OF EDUCATION ORGANISATIONS

香港教師中心 – 各類教育團體名單

(1) Teacher Education Institutions (師資培訓機構)

- | | |
|--|----------------------|
| 1. Department of Education Studies, Hong Kong Baptist University | 香港浸會大學教育學系 |
| 2. Early Childhood and Elementary Education Division, School of Continuing Education, Hong Kong Baptist University | 香港浸會大學持續教育學院幼兒及基礎教育部 |
| 3. Faculty of Education, The Chinese University of Hong Kong | 香港中文大學教育學院 |
| 4. Faculty of Education, The University of Hong Kong | 香港大學教育學院 |
| 5. School of Education and Languages, The Open University of Hong Kong | 香港公開大學教育及語文學院 |
| 6. The Hong Kong Institute of Education | 香港教育學院 |

(2) School Groups & Sponsoring Bodies (辦學團體及學校議會)

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|--|----------------------|
| 1. Caput Schools Council | 香港按額津貼中學議會 |
| 2. Catholic Religious Schools Council | 天主教修會學校聯會 |
| 3. Grant Schools Council | 補助學校議會 |
| 4. Hong Kong Association of Progressive Independent Secondary Schools | 香港獨立中學協進會 |
| 5. Hong Kong Association of Sponsoring Bodies of Schools | 香港辦學團體協會 |
| 6. Hong Kong Catholic Board of Education | 香港天主教教育委員會 |
| 7. Hong Kong Catholic Diocesan Schools Council | 香港天主教教區學校聯會 |
| 8. Hong Kong Direct Subsidy Scheme Schools Council | 香港直接資助學校議會 |
| 9. Hong Kong Kindergarten Association | 香港幼稚園協會 |
| 10. Hong Kong Prevocational Schools Council | 香港職業先修學校議會 |
| 11. Hong Kong Private Schools Association Limited | 香港私立學校聯會有限公司 |
| 12. Hong Kong Rural Schools Council | 香港鄉村學校議會 |
| 13. Hong Kong Special Schools Council | 香港特殊學校議會 |
| 14. Hong Kong Subsidized Secondary Schools Council | 香港津貼中學議會 |
| 15. Schools for Christ Foundation | 興學證基協會 |
| 16. Subsidized Primary Schools Council | 津貼小學議會 |
| 17. The Association of Hong Kong Chinese Middle Schools | 香港中文中學聯會 |
| 18. The Education Foundation of the Federation of the Alumni Associations of the Chinese University of Hong Kong Limited | 香港中文大學校友會聯會教育基金會有限公司 |
| 19. Xianggang Putonghua Yanxishe | 香港普通話研習社 |

(3) Organisations of School Heads (校長團體)

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|--|------------------|
| 1. Association of Principals of Government Secondary Schools | 政府中學校長協會 |
| 2. CUHK School Heads Alumni Association | 香港中文大學校友校長會 |
| 3. Hong Kong Aided Primary School Heads Association | 香港資助小學校長會 |
| 4. Hong Kong Association of Heads of Secondary Schools | 香港中學校長會 |
| 5. Kowloon Region School Heads Association | 九龍地域校長聯會 |
| 6. Sheng Kung Hui Primary Schools Council School Principals' Association | 聖公會小學監理委員會屬校校長協會 |
| 7. The Association of Heads of Primary Schools, The Hong Kong Council of the Church of Christ in China | 中華基督教會香港區會小學校長會 |
| 8. The Association of Heads of Secondary Schools of Tsuen Wan, Kwai Chung & Tsing Yi District | 荃灣葵涌及青衣區中學校長會 |
| 9. Tsuen Wan Primary School Heads' Association | 荃灣區小學校長會 |
| 10. Tuen Mun District Secondary School Heads Association | 屯門區中學校長會 |
| 11. Union of Government Primary School Headmasters and Headmistresses | 官立小學校長協會 |

(4) Teachers' Unions (教師工會)

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|---|-------------|
| 1. Association of Government Education Administrators | 政府教育行政人員協會 |
| 2. Association of Inspectors, Education Bureau | 教育局督學協會 |
| 3. Education Employees General Union | 教育工作者人員總工會 |
| 4. Government Educational Staff Union | 政府教育人員職工會 |
| 5. Hong Kong Aided School Teachers' Association | 香港資助學校教師會 |
| 6. Hong Kong Professional Teachers' Union | 香港教育專業人員協會 |
| 7. Hong Kong Teachers' Association | 香港教師會 |
| 8. Social Welfare Department Teachers' Union | 社會福利署教師會 |
| 9. The Hong Kong Polytechnic University Staff Association | 香港理工大學教職員協會 |
| 10. Union of Government School Teachers | 政府學校教師協會 |
| 11. Vocational Training Council Teachers' Association | 職業訓練局教師會 |

(5) Subject-Related Organisations (學科團體)

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|--|---------------------|
| 1. "Love Our Country and Contribute to Hong Kong" Civic Education Association | 「愛我中華 建樹香江」國民教育協進會 |
| 2. Association of Hong Kong Flag-guards | 香港升旗隊總會 |
| 3. Association of Information Technology Leaders in Education (AiTLE) | 資訊科技教育領袖協會 |
| 4. Association of Mobile Technology and Education | 移動科技及教育協會 |
| 5. Chinese Cultural Association | 中國文化協會 |
| 6. Chinese History Education Society | 中國歷史教育學會 |
| 7. Chinese Language Education Research Association Limited | 中國語文教育研究學會有限公司 |
| 8. Electronics Technology Education Association (H.K.) | 香港電子科技教育學會 |
| 9. Geological Society of Hong Kong | 香港地質學會 |
| 10. Gifted Education Council | 天才教育協會 |
| 11. HK Teaching Activities and Games Association | 香港教學活動與遊戲研究會 |
| 12. Hong Kong Association for Applied Linguistics | 香港應用語言學學會 |
| 13. Hong Kong Association for Business Education | 香港商業教育學會 |
| 14. Hong Kong Association for Chinese Language in Education | 香港中文教育學會 |
| 15. Hong Kong Association for Mathematics Education | 香港數學教育學會 |
| 16. Hong Kong Association for Science and Mathematics Education Limited | 香港數理教育學會有限公司 |
| 17. Hong Kong Association for the Advancement of Science and Technology | 香港科技協進會 |
| 18. Hong Kong Association for the Promotion of Pinyin Quality Education (PYQE) | 香港拼音優化教學促進會 (拼音促進會) |
| 19. Hong Kong Association of Careers Masters and Guidance Masters | 香港輔導教師協會 |
| 20. Hong Kong Association of History Educators | 香港歷史教育工作者協會 |
| 21. Hong Kong Civic Education Teachers' Association | 香港公民教育教師協會 |
| 22. Hong Kong Class Pastoral Association | 香港班級經營學會 |
| 23. Hong Kong Cooperative Learning Association | 香港合作學習協會 |
| 24. Hong Kong Extra-curricular Activities Masters' Association | 香港課外活動主任協會 |
| 25. Hong Kong Geographical Association | 香港地理學會 |
| 26. Hong Kong History Society | 香港歷史學會 |
| 27. Hong Kong Innovative Education Association | 香港創新教育學會 |
| 28. Hong Kong Joint-school Meteorological Association | 香港聯校氣象網 |
| 29. Hong Kong Liberal Studies Association | 香港通識教育會 |
| 30. Hong Kong Liberal Studies Organization Limited | 香港通識教育協會有限公司 |
| 31. Hong Kong Liberal Studies Teachers' Association | 香港通識教育教師聯會 |
| 32. Hong Kong Putonghua Education Society | 香港普通話教育學會 |
| 33. Hong Kong Putonghua Professionals Association | 香港普通話專業學會 |
| 34. Hong Kong Reading Association | 香港閱讀學會 |
| 35. Hong Kong School Teachers' Life Saving Society | 香港教師拯溺會 |
| 36. Hong Kong Schools Music and Speech Association | 香港學校音樂及朗誦協會 |
| 37. Hong Kong Schools Sports Federation | 香港學界體育聯會 |
| 38. Hong Kong Science & Creativity Society | 香港科學創意學會 |
| 39. Hong Kong Secondary School Chinese Language Education Research Association | 香港中學語文教育研究會 |
| 40. Hong Kong Sex Education Association | 香港性教育會 |
| 41. Hong Kong Society for Chinese Language Modernization | 香港語文現代化學會 |
| 42. Hong Kong Society for Education in Art | 香港美術教育協會 |
| 43. Hong Kong Society for Music Education | 香港音樂教育協會 |
| 44. Hong Kong Society of Small Class Teaching | 香港小班教學學會 |
| 45. Hong Kong Statistical Society | 香港統計學會 |
| 46. Hong Kong Subjects Education Research Association | 香港學科教育研究學會 |
| 47. Hong Kong Teacher-Librarians' Association | 香港學校圖書館主任協會 |
| 48. Hong Kong Teachers Drama Association | 香港教師戲劇會 |
| 49. Hong Kong Technology and Living Association | 香港科技與生活學會 |
| 50. Hong Kong Technology Education Association | 香港科技教育學會 |
| 51. International Society of Education through Art (Hong Kong) | / |
| 52. Mandarin Society of Hong Kong | 香港國語學會 |
| 53. National Education Association | 國民教育學會 |
| 54. NTW LS Profession Network | 新界西通識教育專業網絡 |
| 55. Physical Society of Hong Kong | 香港物理學會 |
| 56. Putonghua Jiaoshi Xuehui | 普通話教師學會 |
| 57. The Association for Childhood Education International – Hong Kong & Macau | 港澳兒童教育國際協會 |
| 58. The Chinese Language Society of Hong Kong Limited | 香港中國語文學會有限公司 |
| 59. The Conservancy Association | 長春社 |
| 60. The Cultural and Educational Association of the New Towns | 新市鎮文化教育協會 |

61. The Hong Kong Association for Computer Education	香港電腦教育學會
62. The Hong Kong Association for Economics Education	香港經濟教育協會
63. The Hong Kong Association for School Discipline and Counselling Teachers	香港學校訓輔人員協會
64. The Hong Kong Association of French Teachers	/
65. The Hong Kong Chemical Society	香港化學會
66. The Hong Kong Council of Early Childhood Education & Services	香港幼兒教育及服務聯會
67. The Hong Kong Institute of Education Past Student's Association of Early Childhood Teacher Education Limited	香港教育學院幼師校友會有限公司
68. The Hong Kong Mathematical Society	香港數學學會
69. The Hong Kong Physical Education Teachers Society Limited	香港體育教師學會有限公司
70. The Hong Kong Primary Mathematics Teachers' Association	香港小學數學教師會
71. The Hong Kong Primary Teachers' Association of General Studies	香港小學常識科教師會
72. The Hong Kong Professional Development Association of the Chinese Language Education	香港中國語文教學專業發展學會
73. The Hong Kong Psychological Society	香港心理學會
74. The Hong Kong Teachers' Association of Chinese History Education	香港中史教師會
75. The Institute of Information Technology Education	香港資訊科技教育學會
76. The Linguistic Society of Hong Kong	香港語言學學會
77. The Secondary School English Teachers Association	中學英語教師會
78. The Special Education Society of Hong Kong Limited	香港特殊教育學會有限公司
79. The Student Guidance Association (Primary School) Company Limited	香港小學學生輔導專業人員協會有限公司

(6) Educational Commentary & Research Organisations (教育評議及研究團體)

1. Education Action Group	教育行動組
2. Education Convergence	教育評議會
3. Education Convergence Education Foundation Limited	教育評議會教育基金有限公司
4. Education Eye	教育眼
5. Hong Kong Philosophy Society	香港哲學學會
6. Hong Kong Secondary Education Research Association	/
7. Learner-Teachers' Association	學教團
8. The Hong Kong Educational Research Association	香港教育研究學會
9. The Hong Kong Primary and Secondary Educational Research Association	香港中小學教育研究學會
10. The Hong Kong Primary Education Research Association	香港初等教育研究學會

(7) Other Educational Organisations (其他教育團體)

1. Academic Staff Association of the Hong Kong Institute of Education	香港教育學院教學人員協會
2. Association of Holistic Innovative Education	聲情教育學會
3. Chief Executive's Award for Teaching Excellence Teachers Association	行政長官卓越教學獎教師協會
4. Creative Maker Space	創覓天地
5. Creative Teachers Association (CTA) Limited	創意教師協會有限公司
6. Early Childhood Education Programs Alumni Association, Faculty of Education, The Chinese University of Hong Kong	香港中文大學教育學院幼兒教育課程畢業同學會
7. Graduate Association of Colleges of Education	教育學院畢業同學會
8. Hong Kong Abacus Association	香港珠算協會
9. Hong Kong Association for the Enhancement of Traditional Chinese Medicine Education	香港中醫藥普及教育促進會
10. Hong Kong Association of University Teachers	/
11. Hong Kong Christian Kindergarten Teachers' Association	香港基督教幼稚園教師會
12. Hong Kong Council for Educational Administration Limited	香港教育行政學會有限公司
13. Hong Kong Distance Education Association	香港遠程教育學會
14. Hong Kong Federation of Education Workers	香港教育工作者聯會
15. Hong Kong Institute of Education Alumni Association	香港教育學院校友會
16. Hong Kong Senior Education Workers Association Limited	香港高齡教育工作者聯誼會有限公司
17. Hong Kong Teachers' Activities Association	香港教師活動協會
18. Hong Kong Women Teachers' Organization	香港女教師協會
19. International Alliance for Invitational Education (Hong Kong)	國際啟發潛能教育聯盟(香港)
20. Living Knowledge Communities	活知識立群社
21. Montessori Society of Hong Kong	/
22. Prevocational School Educational Workers' Association	職業先修中學教育工作者協會
23. The Chinese University of Hong Kong Faculty/School of Education Alumni Association	香港中文大學教育學院校友會
24. The Hong Kong Association of Curriculum Development and Leadership	香港課程發展及領導專業學會
25. The Hong Kong Association of Educational Administration & Management	香港教育行政及管理學會
26. The Hong Kong Association of Workers Serving Persons with Intellectual Disabilities Limited	香港智障服務人員協會有限公司
27. The Hong Kong Joint Association of Educational Organisations	香港教育學會聯會

28. The Teachers' Association, The Chinese University of Hong Kong

香港中文大學教師協會

29. University of London Institute of Education Old Students' Association (Hong Kong) Limited

倫敦大學教育研究院香港同學會有限公司

[Version as at 16 December 2011, provided by
the Hong Kong Teachers' Centre]

**General Rules for the Council Election
for Organisation-nominated Category**

(A) Nomination

1. Only organisations which have been approved to join the Hong Kong Teachers' Centre as an organisation-member [as listed in Annex II, version as at 16 December 2011, provided by the Hong Kong Teachers' Centre] are eligible to nominate a member as candidate for the election. Organisations intending to nominate a candidate are requested to adopt a proper election system (e.g. by ballot) in determining their nominations.
2. The nominee is required to complete the Nomination Form for Organisation-nominated Candidate (Annex V), which should be returned together with the Information Sheet on Candidate (Annex VIa, must be submitted). The nominee should complete and submit the Information Sheet on Candidate (Annex VIa) in accordance with the instructions set out in paragraph 14(a) of Section B of Annex III. If the nominee has opted to provide Campaign Literature (Annex VIb, optional), the nominee should also provide the Campaign Literature (Annex VIb) in accordance with the instructions set out in paragraph 14(b) of Section B of Annex III. The Information Sheet on Candidate (Annex VIa) and the Campaign Literature (Annex VIb) (**if any**) submitted will be attached to the circular letter on voting arrangements for the Council Election to be issued to education organisations in March 2012, and will be uploaded to the website of the Council for voters' reference.
3. Nomination forms not duly signed by the responsible person of the organisation or not stamped with the organisation's chop will be regarded as null and void.
4. A copy of the organisation's registration certificate or document showing that the organisation is exempted from registration should be submitted together with the nomination form.
5. Arrangements should be made for the following documents to reach the Senior Professional Development Officer (Council on Professional Conduct in Education) of the Education Bureau at Room 702, 7/F, Kowloon Government Offices, 405 Nathan Road, Kowloon by registered mail or by hand **before 12:00 noon on Friday, 17 February 2012 (nomination forms received thereafter will not be accepted)**:
 - (a) Nomination Form for Organisation-nominated Candidate (Annex V);
 - (b) Information Sheet on Candidate (Annex VIa) in both hard and soft copies (in a CD-Rom which contains the file in PDF format);
 - (c) Campaign Literature (Annex VIb) (**if any**) in both hard and soft copies (in a CD-Rom which contains the file in PDF format); and
 - (d) a copy of the organisation's registration certificate or exemption document.
6. Organisations will be considered to have made no nominations if they do not submit a nomination form by the closing date.

**General Rules for the Council Election
for Organisation-nominated Category**

(B) Electioneering

1. A candidate may arrange for posters, banners, placards and boards to be exhibited in public places, e.g. roads, streets, etc., but permission for such exhibitions must be obtained from the respective District Lands Officer.
2. A candidate may enlist the assistance of helpers on a voluntary basis in conducting his/her electioneering activities. Written approval is required from schools for a candidate to enlist the help of students in the electioneering activities. However, primary or pre-primary pupils are not allowed to engage in any of these activities. For students below the age of 18, written consent of parents or guardians must be obtained beforehand. In no circumstances should normal lessons be interrupted to release students to take part in electioneering activities.
3. A candidate should not have electioneering advertisements published or broadcast in the mass media.
4. A candidate must ensure that all statements in election materials such as campaign literature, campaign leaflets, posters, etc. are true and correct. A candidate should note that the provision of election materials is voluntary, and the content of such election materials does not represent the stance of the Education Bureau. The Education Bureau accepts no responsibility for the content of the election materials.
5. The maximum amount of election expenses is HK\$3,000 for an organisation-nominated candidate. A candidate may receive donations for the purposes of meeting his/her election expenses. However, the maximum amount of election expenses stated above should remain unchanged. The Government will not be held responsible for meeting any of the expenses incurred by candidates.
6. Expenses incurred during the election period for the production or purchase of any materials and objects to be used for electioneering are deemed to be election expenses. Honorarium, postage, payments for lunch boxes and press conference are also considered as election expenses.
7. A candidate must maintain a true record of all the donations received and election expenses incurred. Vouchers/receipts for all payments exceeding HK\$50 each and donations exceeding HK\$100 each should also be kept. This is to facilitate investigations in case there are complaints against a candidate spending more than the maximum amount of election expenses on electioneering activities.
8. **A candidate must declare and return a summary of all election expenses** incurred by him/her or on his/her behalf, **if any**, to the Senior Professional Development Officer (Council on Professional Conduct in Education) of the Education Bureau within two months after the election, i.e. **on or before 25 June 2012**.
9. A candidate must ensure that written consent has been obtained before stating overtly or covertly the support of any person or organisation in any campaign activities, especially in the campaign literature.

**General Rules for the Council Election
for Organisation-nominated Category**

10. A candidate should avoid taking part in any activity that is likely to give rise to criticism and allegation of malpractices and should abide by the principle of fairness in election.
11. A candidate should refrain from offering advantages to any person with a view to influencing the latter's decision in voting, or exerting undue influence on others (e.g. making use of one's supervisory role to influence his/her subordinates) for the same purpose.
12. Complaints of malpractices against any candidates can be lodged in writing with the Senior Professional Development Officer (Council on Professional Conduct in Education) of the Education Bureau at Room 702, 7/F, Kowloon Government Offices, 405 Nathan Road, Kowloon.
13. Should any candidate be found in breach of the rules set out above, his/her candidature will be disqualified.

Information Sheet on Candidate and Campaign Literature

14. An organisation-nominated candidate can make use of the following arrangements to introduce himself/herself to voters for the Council Election 2012:
 - (a) Information Sheet on Candidate (Annex VIa) (must be submitted)
 - A candidate should submit the Information Sheet on Candidate (Annex VIa) together with the Nomination Form for Organisation-nominated Candidate (Annex V).
 - When completing the Information Sheet on Candidate (Annex VIa), a candidate should give the introduction in Chinese and/or English each in not more than 200 words, including how to serve the Council within its terms of reference. A recent photograph (1.5 inches × 2 inches) should be affixed to the information sheet.
 - A candidate should note that the content of such Information Sheet on Candidate does not represent the stance of the Education Bureau. The Education Bureau accepts no responsibility for the content of the Information Sheet on Candidate.
 - A candidate should submit the Information Sheet on Candidate (Annex VIa) in both **hard and soft copies** (in a CD-Rom which contains the file in PDF format).
 - (b) Campaign Literature (Annex VIb) (optional)
 - A candidate can opt whether or not to provide campaign literature. A candidate should provide the campaign literature in the space at Annex VIb, and submit the campaign literature (**if any**) together with the Nomination Form for Organisation-nominated Candidate (Annex V).
 - A candidate should note that the provision of campaign literature is voluntary, and the content of such campaign literature does not represent the stance of the Education Bureau. The Education Bureau accepts no responsibility for the content of the campaign literature.

**General Rules for the Council Election
for Organisation-nominated Category**

- A candidate should submit the Campaign Literature (Annex VIb) in both **hard and soft copies** (in a CD-Rom which contains the file in PDF format).

15. The Information Sheet on Candidate (Annex VIa) and the Campaign Literature (Annex VIb) (**if any**) submitted will be attached to the circular letter on voting arrangements for the Council Election to be issued to education organisations in March 2012, and will be uploaded to the website of the Council for voters' reference.

(C) Voting

1. Only organisations which have been approved to join the Hong Kong Teachers' Centre as an organisation-member [as listed in Annex II, version as at 16 December 2011, provided by the Hong Kong Teachers' Centre] are eligible to vote in the election of the Council. The voting is conducted on a one-organisation-one-vote basis, i.e. an organisation may cast one vote for each seat its category is entitled to. Please refer to Section (C) of Annex I regarding the number of seats for each category.
2. Ballot papers will be issued to organisations in March 2012 and organisations are required to seal and sign the envelopes containing the cast ballot papers and return them to the Senior Professional Development Officer (Council on Professional Conduct in Education) of the Education Bureau (Address: Room 702, 7/F, Kowloon Government Offices, 405 Nathan Road, Kowloon) for counting **before 4:00 pm on Tuesday, 24 April 2012.**
3. An organisation can only vote for candidates in its own category, and cannot cast more than one vote for any candidate. Should an organisation casts more than one vote for a candidate, only one vote will be counted for that candidate.
4. The vote counting will be conducted in the presence of witnesses after unsealing the envelopes containing the cast votes. **The voting results will be announced on Wednesday, 25 April 2012.**

(D) Election

1. The appropriate number of candidates in each category having the greatest number of valid votes shall be elected. In the context of this paragraph, "appropriate number" in relation to a category means the number of seats of that category as indicated in Section (C) of Annex I.
2. Candidates not elected will be put on a waiting list in a descending order of votes received, i.e. the candidate with **the greatest number of votes** (excluding the elected candidate(s)) will have precedence over the other candidates. A waiting list, if applicable, will be kept for each category. The waiting list shall remain valid throughout the term of office of members, i.e. two years from 1 May 2012 to 30 April 2014 inclusive. Should a vacancy arise in any category during the period, the vacant seat shall be filled by the candidate **on the top of the waiting list** of that category.

**General Rules for the Council Election
for Organisation-nominated Category**

3. If there is no nomination whatsoever, the seat(s) for the category will be left vacant throughout the term, and no by-elections will be conducted.
4. When two or more candidates secure the same number of votes, a lot will be cast so as to determine who shall be elected. No by-elections will be conducted for this purpose.
5. If an elected member resigns from office or ceases to be a member of the organisation concerned, his/her term of office will terminate immediately. The member is obliged to notify the Education Bureau in writing (or through the Secretariat of the Council). If there is a waiting list, the seat thus vacated shall be filled by a candidate on the list according to the order of priority (irrespective of the length of the remaining term of office). If there is no waiting list or if the list has been exhausted, a by-election will be held for the seat only if the remaining term of office of the seat exceeds six months; otherwise no by-election will be held and the seat will be left vacant for the remaining term of office.

(E) Conduct of Members

1. Candidates should demonstrate high standards of professional conduct, without any record of conviction for an offence punishable with imprisonment, or cancellation of teacher registration by the Education Bureau for professional misconduct.
2. In nominating a candidate for the Council Election, the responsible person of the education organisation should pay attention to whether a nominee is eligible for candidacy (for the organisation-nominated category, only members of a nominating organisation are eligible for candidacy), whether he/she has been convicted of an offence punishable with imprisonment or whether his/her teacher registration has been cancelled by the Education Bureau for professional misconduct.
3. If during his/her term of office, an elected member is convicted of an offence punishable with imprisonment or his/her teacher registration is cancelled by the Education Bureau for professional misconduct, he/she is obliged to notify the Education Bureau (or through the Secretariat of the Council). On receiving the notification, the Education Bureau will consider whether he/she is suitable to remain in office as a Council member.
4. Members should strictly comply with the Council's procedural guidelines and rules (including the principles of confidentiality for case handling) and the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

Election of the Council on Professional Conduct in Education 2012
Time Schedule
(for reference by Organisation-nominated Category)

Date	Events
6 January 2012 (Friday)	Circular letter to education organisations inviting nominations for the Council Election 2012.
3 February 2012 (Friday)	A separate circular letter to education organisations reminding their responsible persons of the deadline for nominating candidates in the Council Election.
17 February 2012 12:00 noon (Friday)	<p>Deadline for nomination.</p> <p>Organisation-nominated category candidates should submit the Nomination Form for Organisation-nominated Candidate (Annex V) and the Information Sheet on Candidate (Annex VIa*), and the Campaign Literature (Annex VIb*) (if any) to the Senior Professional Development Officer (Council on Professional Conduct in Education) [SPDO(CPC)] of the Education Bureau before the deadline for nomination.</p> <p>Education organisations whose contact information has not been uploaded to the HKTC website should complete the Reply Slip (Annex VII) and send it by fax or by mail to the SPDO(CPC) of the Education Bureau before the deadline for nomination.</p>
2 March 2012 (Friday)	Circular letter to education organisations on preparation for the Council Election, providing details of the election forum, and upload of Information Sheets on Candidates to the website of the Council. The Information Sheet on Candidate (Annex VIa*) and the Campaign Literature (Annex VIb*) (if any) submitted by candidates will be uploaded to the website of the Council on the same day.
17 March 2012 (Saturday)	Briefing session and election forum for candidates. **
30 March 2012 (Friday)	Circular letter to education organisations on voting arrangements of the Council Election, to which Information Sheets on Candidates are attached. Distribution of ballot papers to education organisations.
24 April 2012 4:00 pm (Tuesday)	Deadline for education organisations to return sealed and signed envelopes containing ballot papers to the SPDO(CPC) of the Education Bureau at Room 702, 7/F, Kowloon Government Offices, 405 Nathan Road, Kowloon.

Election of the Council on Professional Conduct in Education 2012
Time Schedule
(for reference by Organisation-nominated Category)

Date	Events
25 April 2012 (Wednesday)	Unsealing of envelopes containing ballot papers from education organisations and counting of votes. Announcement of voting results.
1 May 2012 (Tuesday)	Commencement of the term of the 10th Council.
16 May 2012 (Wednesday)	First meeting of the 10th Council to elect the Chairperson and Vice-chairperson.

* A candidate must submit the Information Sheet on Candidate (Annex VIa) but can opt whether or not to provide the Campaign Literature (Annex VIb). The Information Sheet on Candidate (Annex VIa) and the Campaign Literature (Annex VIb) (**if any**) submitted will be attached to the circular letter on voting arrangements for the Council Election to be issued to education organisations in March 2012, and will be uploaded to the website of the Council for voters' reference.

** Organisations will be informed of the time and venue in due course.

**Election of the Council on Professional Conduct in Education 2012
Nomination Form for Organisation-nominated Candidate (Page 1 of 2)**

This form consists of two parts. Part A is to be completed and signed by the nominee and Part B by the responsible person of the organisation making the nomination.

Part A *(To be completed by the Nominee)*

Particulars of Nominee:

Name: (English) _____ (Chinese) _____

Sex: _____ Date of Birth: _____ Hong Kong
Identity Card/
Passport Number: _____

Occupation: _____

Name of Office: _____

Office Address: _____

Office Telephone Number: _____ Office Fax Number: _____

Correspondence Address: _____

Telephone Number
(Mobile): _____ Fax Number: _____

Email Address: _____

Position held in the Organisation: _____

I hereby declare that:

- (a) I am willing to stand for election as an organisation-nominated to fill a seat under the organisation-nominated category and try my best to serve the Council within its terms of reference if I am elected;
- (b) there is no record of my having been convicted of any offence punishable with imprisonment or of my teacher registration having been cancelled by the Education Bureau for professional misconduct;
- (c) I have read and understood the contents of the Circular letter on nomination for election as well as the General Rules for the Council Election, and hereby undertake to abide by the requirements under the said Rules; and
- (d) for the purpose of verifying the information provided in this nomination form, I hereby authorise the Education Bureau to, where necessary, access my criminal conviction or teacher registration records kept by the relevant government departments.

Signature of Nominee: _____ Date: _____

**Election of the Council on Professional Conduct in Education 2012
Nomination Form for Organisation-nominated Candidate (Page 2 of 2)**

Part B *(To be completed by the responsible person of the organisation making the nomination)*

Particulars of the Organisation Making the Nomination:

Name of Organisation : _____

Address : _____

Telephone Number : _____

Fax Number : _____

Category of Organisation (according to Annex II) **【Please put a “√” as appropriate】**

_____ Teacher Education Institutions

_____ School Groups and Sponsoring Bodies

_____ Organisations of School Heads

_____ Teachers' Unions

_____ Subject-related Organisations

_____ Educational Commentary and Research Organisations

_____ Other Educational Organisations

Name of the Responsible Person of the Organisation : _____
(in BLOCK LETTERS)

Capacity of the Responsible Person of the Organisation : _____

Signature of the Responsible Person of the Organisation : _____

Organisation Chop: _____ Date: _____

This nomination form should be returned together with the Information Sheet on Candidate (Annex VIa) and a copy of the organisation's registration certificate / exemption document.

二零一二年教育人員專業操守議會選舉
Election of the Council on Professional Conduct in Education 2012
候選人資料簡介表 Information Sheet on Candidate
提名候選人的資料 (適用於教育團體提名類別)
Particulars of Nominee (for Organisation-nominated Category)

姓名 (中文)
Name: (Chinese) _____ 先生 / 女士*

(英文) Mr / Mrs / Ms / Miss*
(English) _____

團體名稱
Name of Organisation: _____

類別 師資培訓機構 / 學校議會及辦學團體 / 校長團體 / 教師工會 / 學科團體 /
Category: 教育評議及研究團體 / 其他教育團體*
Teacher Education Institutions / School Groups and Sponsoring Bodies /
Organisations of School Heads / Teachers' Unions / Subject-related Organisations / Educational
Commentary and Research Organisations / Other Educational Organisations*
(* 請刪去不適用者 Please delete as appropriate)

為方便投票人參閱，候選人須以中文及/或英文撰寫候選人簡介，包括如何配合議會的職權範圍為議會服務。有關中文及/或英文的簡介各以不超過200字為限，而且必須寫在下面的方格內，並最好打印出來。
For ease of reference of voters, a candidate is required to give the introduction in Chinese and/or English each in not more than 200 words, including how to serve the Council within its terms of reference. The introduction in **Chinese and/or English must** be written, preferably typewritten, WITHIN the box provided below.

一幀近照
A recent photo
(1.5吋x 2吋)
(1.5 in x 2 in)

候選人簡介 Introduction to Candidate

所有候選人必須提交此候選人資料簡介表，以供夾附於二零一二年三月向教育團體發出「議會選舉投票安排」的函件和上載議會網頁供投票人參考。有關候選人資料簡介表的內容並不代表教育局的立場。就候選人資料簡介表的內容，教育局概不負責。
All candidates must submit this Information Sheet on Candidate which will be attached to the circular letter on voting arrangements for the Council Election to be issued to education organisations in March 2012, and will be uploaded to the website of the Council for voters' reference. The content of such Information Sheet does not represent the stance of the Education Bureau. The Education Bureau accepts no responsibility for the content of the Information Sheet.

二零一二年教育人員專業操守議會選舉
Election of the Council on Professional Conduct in Education 2012
競選刊物 **Campaign Literature**

候選人可選擇是否在以下空白位置提供競選刊物：

This is optional. A candidate can opt whether or not to provide the campaign literature in the space below:

如候選人選擇提供競選刊物，該競選刊物將夾附於二零一二年三月向教育團體發出「議會選舉投票安排」的函件和上載議會網頁供投票人參考。有關競選刊物的內容並不代表教育局的立場。就競選刊物的內容，教育局概不負責。

If a candidate has opted to provide campaign literature, such campaign literature will be attached to the circular letter on voting arrangements for the Council Election to be issued to education organisations in March 2012, and will be uploaded to the website of the Council for voters' reference. The content of such campaign literature does not represent the stance of the Education Bureau. The Education Bureau accepts no responsibility for the content of the campaign literature.

To: Senior Professional Development Officer (Council on Professional Conduct in Education) of the Education Bureau (Address: Room 702, 7/F, Kowloon Government Offices, 405 Nathan Road, Kowloon) (Fax: 2891 8476)

**Election of the Council on Professional Conduct in Education 2012
Reply Slip on Provision of Contact Information of Education Organisations
to Candidates in Their Respective Category
(Not for completion by education organisations whose contact information
has been uploaded to the Hong Kong Teachers' Centre website)**

Reply Slip

【Please put a “√” in the and as appropriate and return this reply slip to the Senior Professional Development Officer (Council on Professional Conduct in Education) of the Education Bureau by fax or by mail **before 12:00 noon on Friday, 17 February 2012**】

Thank you for your letter of 6 January 2012. We

agree to release to candidates in our organisation-nominated category of the Election of the Council on Professional Conduct in Education 2012 the following contact information we provided to the Hong Kong Teachers' Centre:

- Contact Person Address Telephone Number Fax Number
 Email Address Website

Such information will only be used for the electioneering activities of the Election of the Council on Professional Conduct in Education 2012.

do not agree to release to candidates in our organisation-nominated category of the Election of the Council on Professional Conduct in Education 2012 any contact information we provided to the Hong Kong Teachers' Centre.

Name of Organisation: _____

Category of Organisation:

- Teacher Education Institution School Groups and Sponsoring Bodies
 Organisations of School Heads Teachers' Unions
 Subject-related Organisations Educational Commentary and Research Organisations
 Other Educational Organisations

Name of the Responsible Person of the Organisation: _____
(in block letters)

Post Title of the Responsible Person of the Organisation: _____

Signature of the Responsible Person of the Organisation: _____

Chop of the Organisation: _____ Date: _____

個人資料收集聲明
Statement on Collection of Personal Data

- (1) 教育局按既定的政策和做法處理個人資料。
The Education Bureau will process the personal data collected in accordance with the established policy and practices.
- (2) 此表格所收集的個人資料，將用於辦理教育人員專業操守議會選舉有關的事宜。
The personal data collected from this form will be used for the purpose of Election of the Council on Professional Conduct in Education.
- (3) 本局可把收集所得向政府其他部門/決策局披露，用作上文(2)項中所述的用途。
The data so collected may be disclosed to other government departments/bureaux for the purposes mentioned in (2) above.
- (4) 申請人必須提供有關的個人資料。若未能提供足夠的資料，教育局可能無法辦理有關申請/提供服務。
The provision of personal data is obligatory. If insufficient information is provided, the Education Bureau may not be able to process the application/provide the service.
- (5) 根據《個人資料(私隱)條例》第18和22條及附表1第6原則的規定，你有權要求查閱及改正你的個人資料。要求查閱個人資料的權利，包括要求提供此表格所載的個人資料的複本。
You have a right of access and correction with respect to the personal data you provide under Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.
- (6) 任何與此表格所收集的個人資料有關的查詢，包括要求查閱和改正資料，應提交：

九龍彌敦道405號九龍政府合署7樓702室
教育局高級專業發展主任（操守議會）
電話：2780 8215

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Senior Professional Development Officer
(Council on Professional Conduct in Education)
Education Bureau
Room 702, 7/F, Kowloon Government Offices
405 Nathan Road, Kowloon
Tel: 2780 8215