

**Dear Parents,**

- This circular is to call for parents of Nursery, Classes 1-12 and the Learning Centre to volunteer as PTA section representatives and class representatives for the new PTA term which will be from 2022-24.
- Prep representatives were finalized a year ago (when their kids were in Nursery) and will continue for the next year, with the next round of selection/election for their grade due in 2023.
- Please fill out the Google Form at the attached link if you would like to serve as a section rep for your child's section. **The deadline for filling this form is 10 pm on Thursday 4 August 2022.**

[https://docs.google.com/forms/d/e/1FAIpQLSdjX2cTj-OzHOB0JnvmyBd8xN49MOeNIPq92itQxWgHDRVIBQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdjX2cTj-OzHOB0JnvmyBd8xN49MOeNIPq92itQxWgHDRVIBQ/viewform?usp=sf_link)

- On Friday 5 August, the list of all nominations received via the form will be posted on the school website for verification/amendments/withdrawals. No changes will be accepted after 10 pm on Monday 8 August, and the final list will be posted on the website on Tuesday 9 August.
- Each section can have a maximum of 2 representatives. If more than 2 nominations are received from one section, then the parents of that section will be requested to vote and elect 2 of the parents from the nominations received. You can volunteer for more than one class/section as long as you have a child in that section- in that case, please fill the form separately each time.
- Elections for section representative (for those sections where there are more than 2 nominations) will be finalized by Friday 12 August and will be conducted via a Google form poll.
- Once the section representatives ("section reps") for a particular class are finalized, they will vote amongst themselves via Google Form on Tuesday 16 August to elect a Class Representative ("class rep"), who will be a member of the PTA's Executive Council (EC) for a 2-year term.
- The Class Reps/newly elected EC members will meet in person on Wednesday 17 August and vote amongst themselves via secret ballot to finalize the office-bearers of the PTA including the President. In the event of a tie, the Chairperson of the PTA (the Principal) will cast the deciding vote

**Please note the following detailed rules**

- The EC of the PTA consists of the Class Representatives from Nursery to Class 12 as well as the Learning Centre. The Chairperson of the EC is the Principal.
- A parent can be a section representative only for a class/section in which their child is studying. If a parent has more than 1 child in the school, the parent can be a section representative in both (and, where more than 2 children, ALL) the sections in which their children are studying.
- However, a parent can only be a Class Representative from one class. E.g., a parent can be a section representative for both 1B and 6D, however they can be elected as class representative only for class 1 or class 6, though they are free to stand for election in both grades. If they happen to win the class rep election for more than 1 grade, they will have to step down from all but 1 and the election for the vacated seat will be conducted again.

- Equally, if the mother or the father is a class representative of one of the classes, the other parent cannot become a class representative of the class in which another of their children is studying. In other words, one parent can be a section rep and also be elected as a class rep, but the other parent can only be a section rep for the second child, and not a class rep.
- Once the elections are completed, a formal meeting will be held where there will be a handover of the PTA to the newly elected office bearers.
- The term of the newly elected PTA representatives will be two years from the date of the formal handing over of charge.
- In case of any parent ceasing to be a section representative due to transfer or their child leaving the school etc., the Class Representative will ensure that another section representative is put in place in consultation with the parents of the concerned section. If a Class Representative steps down for any reason, the section reps will vote again to select a new Class Rep.
- Two members of the EC (typically the President and the Joint Secretary) are nominated by the school to the school's Managing Committee, which is chaired by the head of the Civil Services Society. Other members of the Managing Committee are the Principal, Civil Services Society nominees, teacher representatives, DOE nominees and other govt department nominees.
- All PTA members are expected to adhere to a high standard of ethics and integrity. Participation in the PTA (whether as a section rep, class rep or EC member) is a purely voluntary activity and is not compensated in any manner whatsoever, in cash or in kind. There should be absolutely NO expectation of one's child getting favourable treatment just because the parent is a PTA volunteer.
- No member of the Executive Council of the PTA or any company/business/organization that is run / managed/controlled by them or in which they have any interest (financial or otherwise), directly or indirectly, is permitted to receive any money from the PTA for any goods/services provided by them/it.