



Elections Update

2 September 2022

2022 school board triennial elections Presiding Members and Principals Memo 9

Kia ora,

This memo provides advice on:

- Filling casual vacancies
- Staff representatives
- Student elections

In correction to our last memo, we advise those of you holding non-voting elections to hold your first board meeting as soon as possible to appoint a new Presiding Member (PM). The new PM must complete [Appendix 2](#) to update their status as PM. Your new board members will officially take office seven days after nominations close if there is no need to hold a voting election.

Reminder to Fill Casual Vacancies

If the board received less nominations than they needed to fill their positions, then the board has casual vacancies to fill.

The board has 8 weeks to decide how to fill these vacancies. They can hold a by-election which is a 63-day process or if numbers permit, they can use the selection process. Have a look here for advice on this process – [Filling casual vacancies](#)

A board must have more elected parent reps than selected, so a board with 5 parent representatives can have 3 elected and 2 selected parent reps.

Remember, casual vacancies cannot be filled by co-option.

If the board received no nominations and are not in a mid-term or staggered election cycle, then they can contact the Ministry of Education (MoE) School Governance Team directly through trustee.elections@education.govt.nz. They will be given a new election date and then we can support these boards along with the MoE to run a further election.

For more information on things to cover in your first meeting have a look at our [Board Task Checklist – Post Election meeting](#).

Staff Representatives

Your board is required to run a staff election. If you have not done this, you will need to do so as soon as possible. You will need to use the [Election Planner Tool](#) for Parent Elections as it is a 63-day process. If your board ran an election for staff representatives and received no nominations, then they would need to run a staff by-election.

If you did not receive enough nominations for a staff representative in the elections, you must fill this casual vacancy by holding a by-election which is only a 31-day process.

Student Elections

If you are a school with students in Year 9 and above, you need to run a student election in September unless you have an alternate constitution that does not include a student rep. The recommended election date is September 21st so the board should have already appointed a RO. Nominations close on Monday 5th September.

If there are no nominations received, then the position of student rep remains vacant till next year. However, the board can co-opt a student on to the board for a student voice around the board table.

For further support for your board contact:

- [NZSTA Resource Centre](#)
- [NZSTA website](#)
- NZSTA's Advisory and Support Centre on **0800 782 435**
- Governance advice email: govadvice@nzsta.org.nz
- Employment advice email: eradvice@nzsta.org.nz

Checklist & recap on our last elections memo

In [memo 8](#) we looked at:

- Conducting your first post-election board meeting
- Not enough nominations
- Promoting voting

Kind regards,
NZSTA Elections Team

