



**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](mailto: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](mailto:govadvice@nzsta.org.nz)
- Employment advice email: [eradvice@nzsta.org.nz](mailto: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**

