



Elections Update

10 August 2022

2022 school board triennial elections Returning officers' Memo 5

Kia ora,

If this is the first memo that you have received since registering as a Returning Officer for the 2022 triennial elections, please read the previous memos on our [school board election website](#).

This memo provides advice on:

- Reminder to register nominations
- Preparing voting papers
- Delivery of voting papers
- 'No voting' elections
- Student election process

Reminder register nominations

After you close nominations. Please ensure you have registered all nomination information on the [school board election website](#).

Preparing voting papers

Voting papers need to be issued four weeks before your election. For example, if your school is using the recommended election date of Wednesday, September 7 2022, voting papers must be issued to all people on the electoral roll by Wednesday, 10 August 2022 (one week after nominations close). You can find the voting forms on the [school board election website](#). **NOTE:** If your board has opted into the staggered election cycle for the first time ensure you use the correct voting form.

In addition to the voting form, you must include any candidate statements (if provided by candidate/s before the close of nominations), a return envelope (which voters may choose to use), and we advise including a cover letter. You can download a sample voting cover letter from the [school board elections website](#). These templates include translations in Te Reo Māori, Samoan, Tongan and Simplified Chinese.

For more information on preparing the voting papers, see the [voting FAQs](#) on the trustee election website.

Delivery of voting papers

Returning officers may like to contact NZ Post to advise them of the volumes of voting papers that will be posted and the importance of prompt delivery.

Returning officers should double-check addresses to ensure that all voting papers are delivered to the correct address the first time to avoid delays.

Hand delivery of voting papers back to the school ballot box/returning officer should be encouraged.

If someone has lost or damaged their voting paper, it is your decision whether you provide a replacement.

Voting papers must not be sent home with students.

'No voting' election required

If you have received nominations equal to, or fewer than, the number of positions available you can declare all candidates elected. This rule applies to both the staff and parent elections. The new board will take office seven days after nominations close which is Wednesday, 10 August for those who are using the election date of September 7th. If voting is required for the staff election but not for the parent's then the current staff rep will remain on the board until the voting process has been completed.

You can find a sample declaration of parent representative election results on the [school board election website](#).

Student Election process

If you have also been assigned to run the student election and your school receives two or more eligible nominations, a voting election will be required. [Use Form F](#).

Voting papers should be prepared and distributed to students in years nine and above or made available to be collected from a central point known to students.

A sealed ballot box must be set up in the school office in a location where students can vote in private.

If no nominations are received for the student election, this position remains vacant until next year. Alternatively, Boards can co-opt a student on to the board for student voice but this person will not be the student representative.

Not enough candidates nominated

If your board did not receive enough nominations for the positions available, the new board will need to fill these positions as casual vacancies. We would recommend that boards use the selection process where possible. The board can also use co-option to bring on more board members to assist with the workload until the vacancies are filled.

Please contact the NZSTA Elections team for further advice NZSTA Election Advice Line 0800 ELECTION (0800 353 284) Email electionsadvic@nzsta.org.nz.

Are you a presiding member receiving this email?

If you are a presiding member (board chair) receiving this email, this means your school currently does not have a returning officer registered. As soon as you have appointed your returning officer, please ask them to register on the [school board election website](#) and pass this email update on to them.

Contact the NZSTA Elections Team

Our team is here to support you and your board during the board elections:

- School Board Elections website schoolboardelections.org.nz/returning-officers/

- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email electionsadvic@nzsta.org.nz

Checklist & recap on our last elections memo

In [memo 4](#) we looked at:

- Nomination updates
- Displaying the nominations
- Candidate statements
- Valid nominations
- Closing nominations
- Concerns about insufficient nominations

Kind regards,
NZSTA Elections Team

