



Elections Update

27 July 2022

2022 school board triennial elections Returning officers' Memo 3

Kia ora,

This memo provides advice on:

- Updating your school's election information on the school board election website
- Closing the electoral roll
- Supplementary roll
- Student elections
- Valid nominations.

Updating your election information

It is important that you provide the following information about your school's elections in the [Returning Officer](#) section of our website:

- your school's election date
- the number of parent representative positions to be filled on the board
- the number of nominations (enter these as they are received – please enter 0 until then)

This information will help us to help you and your board during the elections.

Closing the electoral roll

For schools using the recommended election date of 7 September 2022 the main electoral roll should have been closed for both parent and staff elections 13 July 2022. If you are using the last possible election date of 23 September 2022. The last final date to close the parent and staff roll is Friday 29 July. Please use the [School Board Elections | Election Planning](#) site to check dates.

Supplementary roll

After the closing of the parent electoral roll, you may open a supplementary roll (for example parents of a student newly enrolled at the school or parents who were left off the main roll in error).

Any notices you give to those on the main roll must also be provided to those on the supplementary roll. This roll closes 14 days after the main roll closes. If your board is using the recommended election date of 7 September 2022 this will be noon on Monday 1st August 2022. If you are using another date for your elections please use the [School Board Elections | Election Planning](#) site to check dates.

Student elections

If your school has students in year 9 or above, and you have also been appointed to run student elections, you need to either issue students with a nomination form and notice and/or display notices around the school. Notices should advise of where to find the student roll and nominations forms, and the date and time for close of nominations and voting.

Valid nominations

When a nomination form is filled in, the candidate declares their eligibility on the nomination form.

It is not the responsibility of the returning officer to check this eligibility; it is the responsibility of the returning officer to check that the form is filled in correctly. If there are errors, please make sure you advise the nominee/nominator and allow them to correct the error or fill in any gaps before nominations close.

Any nomination that is filled in correctly and received before noon on the closing day for nominations, is valid.

Candidate statements

You may want to start reviewing candidate statements as they come in. Most nominations received will have an attached candidate statement. Candidates are advised to keep this brief (up to 400 words). You can edit this if necessary but remember you must remain impartial and retain the core information. More information on candidate statements can be found on page 17 of the [Returning Officers' Handbook 2022](#). Candidate statements received before noon on Wednesday August 3 will go out with the voting papers provided a voting election is held.

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.

Recap on [memo 2](#)

In our most recent memo we covered:

- Logging in
- Election preparation
- Training
- Non-eligible board members
- Promoting parent and staff elections
- Using sample notice for combined advertisements

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](#).

Contact the NZSTA Elections Team

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

- School Board Elections website schoolboardelections.org.nz/returning-officers/
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email electionsadvic@nzsta.org.nz

Kind regards,
NZSTA Elections Team

