



# Elections Update

**15 August 2022**

## **2022 school board triennial elections Presiding Members and Principals Memo 8**

**Kia ora,**

**This memo provides advice on:**

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

If you are the outgoing presiding member, or if your previous presiding member has stood down and you are the principal, please forward this memo to the new presiding member when they are appointed.

### **Conducting your first post-election board meeting**

Once the triennial election process is finished for your school, the focus needs to shift to welcoming new board members to the team. Schools that received equal or less than the number of candidates needed to fill the positions available will not need a voting election. Your first meeting will be seven days after nominations close.

Your first board meeting following the triennial elections is an opportunity to set the culture of the board, while also completing some important tasks – either required by legislation or as best practice.

The Education and Training Act 2020 requires all boards to appoint a new presiding member at the first meeting after a triennial election. You can find more information on the process on NZSTA Resource Centre – [appointing a presiding member](#). Please allow up to one week for this to be processed before logging into the Learning Centre.

**Your board should also include the following items on the agenda:**

- re-affirming the board code of conduct – [click here](#) to find out more and for a sample policy
- ensuring new board members are aware of key delegations – [click here](#) for more information and a sample list
- adding new board members to the Board Member Register and making sure they have all completed [Appendix 2](#).
- adding new board members to the Board Conflict of Interest Register.

- sending new members to the [NZSTA Learning Centre](#) so they can access professional development

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

### Not enough nominations

If your board receives less nominations than the number of positions vacant on the board then all the nominees will be declared duly elected. The positions that were not filled become casual vacancies and the new board can fill these by holding a by-election or by the selections process. This process can only be used if the result is there are more elected than selected members on the board.

A casual vacancy for a staff or student representative must be filled by holding a by-election.

If your board received no nominations, and you're not in a mid-term or staggered election cycle, you can contact the Ministry of Education School Governance Team directly through [trustee.elections@education.govt.nz](mailto:trustee.elections@education.govt.nz) and NZSTA can assist the board to run a new election. The current board stays in office until the new election is completed.

### Election process not started

If your school did not start the election process, then you must begin this process as soon as possible. The Ministry of Education has recommended a new election date of Wednesday, 19 October (please be aware that this is date is very soon after school holidays). You may also select a date that is most appropriate for your school planning.

### Not able to complete the election process

If your school started an election, but an issue has occurred that meant they could not finish the election process., your school will need to request an extension. Please contact the Ministry of Education School Governance Team directly through [trustee.elections@education.govt.nz](mailto:trustee.elections@education.govt.nz)

### Promoting Voting

There is still plenty of time to encourage your school community to vote. We encourage you to use your school's communication channels to promote the election including the school website, newsletters, running events and social media posts. We have posters and images that you can use for these purposes available on our [website](#).

### 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 7](#) we looked at:

- What to do after nominations close
- Fill casual vacancies
- Encouraging your parent community to vote
- Welcoming new board members to your board

Kind regards,  
**NZSTA Elections Team**

