



22 July 2022

2022 school board triennial elections Returning officers' Memo 2

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 Elections | Election Memos](#) page.

This memo provides advice on:

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

Having trouble logging in?

If you are having trouble logging into the [school board election website](#) using the login details provided in your registration email make sure that when copying and pasting that there are no extra spaces. If this does not work try typing in the login details instead of copying and pasting. Please do not hesitate to [contact us](#) if you have any further issues.

Election preparation

Make sure that your school board has provided you with:

- The triennial election date for the 2022 triennial elections. For most schools this will be 7 September 2022.
- The number of parent representative positions to be filled
- A hard copy of the Returning Officers' Handbook
- Advice on whether your school is also running parent and student elections.

Training

Once you are appointed as a returning officer, you should refer to the following resources on our website to familiarise yourself with the role:

- [Returning Officers' Handbook 2022](#)
- [FAQs](#).
- [Returning officer online training modules](#) – these five 10-minute modules will give you an overview of the role and the duties involved

Non-eligible board members

The [school board election website](#) lists a summary of people who are not eligible to be a school board member. We recommend that returning officers send this summary along with the nomination forms to ensure potential candidates are clear on the criteria before signing the eligibility declaration on the nomination form. Nomination forms should be available from school offices for potential nominees.

Promoting parent and staff elections

Returning officers are responsible for running both the parent and staff elections. Promoting the elections is the responsibility of the board.

Page 7 of the [Returning Officers' Handbook 2022](#) outlines the responsibilities of the returning officer. We have also placed this information on the [school board election website](#).

Using the sample notice for a combined advertisement

Several boards may wish to call for nominations using a combined notice in their local newspaper or other media outlet. It is no longer mandatory to call for nominations in a newspaper but your board may still prefer to do this. It is important to ensure the notice contains all the required information for each board's election. A sample parent election notice for a combined advertisement can be accessed on the [School Board Elections website](#).

Postage options

Posting voting forms is an important responsibility of the Returning Officer. In addition to NZ Post, DX Mail provides a national and international postal service. To use its service, call **0800 800 230** to open an account or visit www.dxmail.co.nz.

Are you a presiding member (board chair) receiving this email?

If you are a board member 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 Elections website ([School Board Elections](#)) 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 trustee elections:

- School Board Elections website schoolboardelections.org.nz/returning_officers/
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)

- Email electionsadvise@nzsta.org.nz

Checklist & recap on our last elections memo

In the Returning Officer [memo 1](#) we looked at:

- Returning Officers' Handbook
- Triennial 2022 election date
- Working out the parent, staff and student rolls
- Calling for nominations
- Updating your election information
- Returning officer payment

Kind regards,
NZSTA Elections Team

