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**8 August 2022**

**2022 school board triennial elections**  
**Presiding Members and Principals Memo 7**

**Kia ora,**

**This memo provides advice on:**

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

**What to do after nominations close**  
If you have closed nominations, the next step for your board depends on how many valid nominations you have received and how many positions are available.

* If there are LESS nominations than the number of positions:
  + the returning officer must declare all candidates elected.
  + any remaining positions will become casual vacancies and must be filled with a by-election or selection. For information on casual vacancies, see the [school board election website](https://www.schoolboardelections.org.nz/board-resources/casual-vacancies/) or [contact NZSTA](https://www.schoolboardelections.org.nz/board-resources/contact-us/).
* If the number of nominations EQUALS the number of positions advertised, the returning officer must declare all candidates elected.
* If there are MORE nominations than the number of positions advertised, a voting election must be held.

**Fill casual vacancies**  
If your school received fewer nominations than the number of positions, you must follow the casual vacancy process.

You must choose how to fill the casual vacancy within eight weeks of the vacancy occurring by either selecting board members or holding a by-election. The casual vacancy occurs when the new board members were supposed to have taken office (seven days after the election).

Refer to the information on the [casual vacancies](https://www.schoolboardelections.org.nz/board-resources/casual-vacancies/) process and [general board structure](https://www.schoolboardelections.org.nz/board-resources/a-guide-to-board-structure/) on the school board election website or contact us for further assistance

**Encourage your parent community to vote**  
If your election is going to a vote, your returning officer will be preparing the voting papers to be issued or posted to all eligible voters.

It is important to remind parents about the importance of voting. A ‘meet the candidates evening’ is one effective way to do this, for more ideas see the [election planner](https://www.schoolboardelections.org.nz/assets/acff116159/Election-Planner-2022_Final-22J.pdf). Promotional materials to encourage voting can be found on our [school board elections website.](https://www.schoolboardelections.org.nz/board-resources/promoting-the-elections/promotional-material/)

Parents need to be aware of the tight deadlines around voting day. Voting closes at 4 pm on election day. Posted votes must be received by the returning officer no later than five days after the election date. Late votes cannot be counted, so you must remind parents of the importance of returning their voting papers as soon as possible.

Every eligible voter should vote to ensure that the elected board represents the community and has a good mix of gender, ethnicity, skills and experiences. A board that reflects the diversity of your school can make a positive difference to your students’ learning.

**Welcoming new board members to your board**   
All new board members (including student representatives) need to complete [Appendix 2](https://www.schoolboardelections.org.nz/board-resources/election-forms-and-appendices/appendix-2/) when they take office. Once they have completed Appendix 2 they will receive a welcome email from NZSTA.

New board members should be encouraged to visit our [Resource Centre Homepage](https://nzsta-prod.secure.force.com/nzstaresourcehome) where they can browse learning options for both in person and online courses.

It is recommended that new board members sign up to the [Welcome on Board](https://nzsta-prod.secure.force.com/learningeventsresources?aId=ka00o0000011WB0AAM) face-to-face induction sessions.

**Contact the NZSTA Elections Team**  
Our team is here to support you and your board during the school board elections:

* School Board Elections website [schoolboardelections.org.nz/returning officers/](https://www.schoolboardelections.org.nz/returning-officers/)
* NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
* Email [electionsadvice@nzsta.org.nz](mailto:electionsadvice@nzsta.org.nz)

**Checklist & recap on our last elections memo**  
In [memo](https://www.schoolboardelections.org.nz/board-resources/trustee-election-memos/)6 we looked at:

* the deadline and dates for nominations
* monitoring nominations
* what happens if a board does not receive enough nominations?
* ​​​​​​​student election Returning Officer appointment

Kind regards,  
**NZSTA Elections Team**

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