



# Elections Update

**2 August 2022**

## **2022 school board triennial elections Returning officers' Memo 4**

**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:

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

### **Nomination updates**

It is important that you continually update the number of valid nominations received on the [school board election website](#).

You should also regularly update your board's Presiding Member on the number of nominations received for both parent and staff elections. If it looks like your school will not receive enough nominations to fill the positions available, then this is the time for the board to take action and encourage more nominations.

Note that for those using the recommended election date of Wednesday 7 September, the closing day for nominations is at noon on Wednesday 3rd of August.

### **Displaying the nominations**

As valid nominations are received you must make sure the names (but not the contact details) of nominees are available for public viewing, such as on the school notice board or website.

### **Candidate statements**

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.

If a voting election is held, candidate statements received before noon on Wednesday August 3 will go out with the voting papers. More information on candidate statements can be found on page 17 of the [Returning Officers' Handbook 2022](#).

## Closing nominations

For schools using the recommended election date of Wednesday 7 September 2022 the closing day for nominations is noon on Wednesday 3rd of August 2022.

Once nominations are closed you need to take the following steps:

1. Count the final number of valid nominations received - you should check the validity of nominations as soon as you have received them to give the candidate time to fix any errors before nominations close. They will not be able to change this after nominations have closed.
2. If you have more nominations than the number of positions advertised for staff and/or parent rolls, a voting election must be held.
3. Inform your presiding member of the number of parent and staff nominations
4. Make sure that you update the number of parent nominations on the [school board election website](#)

Any nominations received after nominations close are invalid. For more information on receiving nominations see:

- [Returning Officers' Handbook 2022](#)
- [Nomination FAQs](#).

## Concerns about insufficient nominations

If you are concerned about not getting enough nominations, here is some information that you may find useful:

- If you have no nominations you need to contact [NZSTA](#) for further advice and next steps.
- If you receive one or more valid nominations AND this is FEWER than the number of positions you have vacant, you cannot hold a voting election. You need to declare all candidates elected to the board. They are to take office seven days after nominations close – 10 August.
- The remaining positions that have not been filled will be casual vacancies. The incoming board must fill these vacancies with a by-election or by selection (if the board is able to do this).
- If there are less than 3 valid nominations, and the board is not in the staggered election cycle, the RO will need to inform the presiding member. The Presiding member must then contact NZSTA for advice on how to proceed.

## 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 trustee elections:

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

## Checklist & recap on our last elections memo

In [memo 3](#) we looked at:

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

Kind regards,

**NZSTA Elections Team**

