**[insert school name] School Board   
Casual vacancy for a parent representative**

A casual vacancy has occurred on the school board for an elected parent representative.

The board has decided to fill the vacancy by selection.

If 10% or more of eligible voters on the school roll ask the board, within 28 days of this notice being published, to hold a by-election to fill the vacancy, then a by-election will be held.

Request for a by-election should be sent to:

*Presiding member (chair)*

*[insert school name] Board*

*Address*

by: (*relevant date*)