# 1 September 2023

# 2023 School Board Midterm Elections Presiding Members and Principals Memo 3

Kia ora,

In the last memo we looked at:

* The midterm 2023 election date
* Succession Planning
* Appointing a RO
* Returning officer fee
* Electronic Elections

This memo provides advice on:

* The midterm 2023 election date
* The role of a school board
* Appointing a returning officer
* Your board’s constitution
* Promoting the elections

**Midterm 2023 election date**

The recommended election date is **Wednesday 15 November 2023.**

For a full list of key dates that you must meet, please see our [election planner tool](https://www.schoolboardelections.org.nz/board-resources/election-planning/).

**Learn more about the role of school boards**  
Our [Community Member Guide to the Role of School Boards](https://www.schoolboardelections.org.nz/assets/05fbf6dda2/Community-member-guide-to-the-role-of-the-board-of-trustees_Sept-2020-v2.pdf)provides information on what school boards are, the role of members, and how to become a board member.

**Appointing a returning officer**

If your board has not yet appointed a returning officer, this must be done at least 63 days prior to your election date. If you are using the recommended election date of **15 November 2023**, then **13 September 2023** is the legislated deadline. To appoint a returning officer, use our template [Returning Officer Letter of Appointment](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.schoolboardelections.org.nz%2Fassets%2F0c4c4a1858%2FReturning-officer-letter-of-appointment-Jan-2021-5-v2-2-new.docx&wdOrigin=BROWSELINK) and advise the returning officer to register at [schoolboardelections.org.nz](https://www.schoolboardelections.org.nz/).

Check that your returning officer has registered the correct number of parent representative positions on [schoolboardelections.org.nz](https://www.schoolboardelections.org.nz/).

**Do you know your board’s constitution?**

A board’s constitution is the number of parent representative positions on your board. Generally, boards have 5 parent representative positions, but there are exceptions. Boards have the power to increase or decrease the number of positions to no more than 7 and no fewer than 3.

The number of midterm board members will be less than half the elected parents on the board.

For example, if you have 5 elected parents on your board you should have 2 midterm vacancies.

If you are having difficulty working out who the 2 members are who are stepping down, you can contact us.

**If the board members wish to remain on the board for another term, they must step down and re-stand**

If you are unsure of who the midterm board members are who are due to step down, consult your Board Member Register.

Another thing you can do is exclude those members who were elected at the triennial elections last year. This should leave you with your midterm board members.

**Promoting the elections**

Remember that promoting the election is the **responsibility of the board**, not the returning officer.

Your board may like to appoint an election organiser to look after promoting the election. For more information on this role refer to the [school board election website](https://www.schoolboardelections.org.nz/board-resources/appoint-an-election-organiser/).

There is a variety of election [promotional material](https://www.schoolboardelections.org.nz/board-resources/promoting-the-elections/) on the site that your board can use including posters, brochures, flyers, and social media banners.

**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)