# 25 August 2023

# Midterm School Board Elections 2023 – Memo 2

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| Kia ora koutou,**We can now confirm that the midterm staggered elections will be held as planned in November 2023. The recommended date is Wednesday 15th November. If the recommended date is not used then another date in November must be selected. ROs need to be appointed by Wednesday 13th September.**In our first memo on the midterm elections, we looked at:* the midterm election timetable
* recommended election date
* next steps for boards
* confirming the number of parent representative positions for the midterm elections.

This memo provides advice on:* appointing a returning officer
* electronic elections
* election funding
* succession planning.

**You should put all these items on the agenda for your next board meeting.****Succession planning**Effective succession planning will ensure your board continues to operate effectively regardless of your board members comings and goings. The three R’s of succession planning are:**R**eadiness – Ensure up-to-date board documentation is in place and that relevant attributes to be an effective member on your board have been identified.**R**ecruitment – Identify potential board members with the relevant attributes and provide them with information about becoming a member.**R**etention – Ensure a thorough induction process is implemented, including ongoing professional development.For more information on succession planning, visit the [school board election website](https://www.schoolboardelections.org.nz/board-resources/succession-planning).**Appointing a Returning Officer**Appointing a Returning Officer (RO) as early as possible allows them to thoroughly prepare for the elections including familiarising them with the handbook and regulations.At your board’s next meeting, we recommend the following is confirmed in your minutes:1. The election date.
2. Appointment of the returning officer – the template [letter of appointment](https://www.schoolboardelections.org.nz/board-resources/appoint-a-returning-officer/) can be used. The appointment letter should state:
* the date of the election
* the number of parent representative positions to be filled
* returning officer payment
* if your school intends to run electronic elections.

**Payment for the Returning Officer**The funding formula for the payment of ROs is as follows:* 50% of the Base Rate
* 25% of the Student Rate

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| **Rates** | **2023 (GST incl)** |
| Base funding | $770.01 |
| Per-pupil funding (all schools except intermediate). | $8.82 |
| Per-pupil funding (intermediate) | $13.19 |

**The election funding will be in the Operations Grant as follows:*** 1 October 2023 - 70%
* 1 April 2024 - 30% (This is only paid out to boards who run a voting election).

**Electronic Elections**The Ministry of Education has confirmed that CES have been accredited as the sole approved provider of electronic voting. For this midterm school board election, boards can choose to run electronic elections through CES. Any provider who is not accredited will be able to offer postal voting only. No other provider can provide electronic voting. Visit School Board Elections - CES (cessl.org.nz), phone 0800 205 267, or email info@cessl.org.nz for more information.Please note that your school can choose to run an election one of the following ways:1. Appoint CES as your returning officer to run electronic and paper ballot elections.
2. Appoint a returning officer to run paper ballot elections and engage with CES to run the electronic elections.
3. Appoint a returning officer to run paper ballot elections and do not offer electronic elections.

**Contact the NZSTA Elections Team**Our team is here to support you and your board during the elections:* School Board Elections website[**schoolboardelections.org.nz/returning-officers/**](https://www.schoolboardelections.org.nz/returning-officers/)
* Email**electionsadvice@nzsta.org.nz**

Ngā mihi,**NZSTA Elections Team** |