# 8 September 2023

# 2023 School board Midterm Elections Presiding Members and Principals Memo 4

Kia ora,

In [memo 3](https://www.schoolboardelections.org.nz/board-resources/trustee-election-memos/) we looked at:

* The Midterm Elections date
* The role of a school board
* Appointing a returning officer
* Your board’s constitution
* Promoting the elections
* Webinars

This memo provides advice on:

* calling for nominations
* promoting the elections
* election resources (including resource translations)

**Deadline for appointing a Returning Officer (RO)**

If you have not yet appointed an RO, please remember that you must do so 63 days before the election date. For those using the recommended election date of 15 November, you must have appointed a returning officer by Wednesday 13 September 2023.

If you have appointed an RO, please remind them to register on the school board election website so that NZSTA has their details and can communicate with them throughout the election process.

If you have not appointed an RO, please call 0800 353 284 urgently to discuss the steps you need to take.

**Deadline for calling for nominations**

For schools using the recommended election date of Wednesday 15 November 2023, we are now approaching the deadline to call for nominations which is Friday 22 September 2023. If your RO has not yet called for nominations, you must advise them to do so now.

**Nominations**

For boards using the recommended election date of Wednesday 15 November, nominations for parent candidates must be called for by Friday 22 September and close at noon on Wednesday 11 October 2023. If you do not believe you will be ready to call for nominations on 22 September, please refer to the [election planner tool](https://www.schoolboardelections.org.nz/board-resources/election-planning/) to work out a suitable election date and schedule.

Presiding Members should keep in touch with their ROs to monitor the number of nominations received. Please also remind your returning officer to update the [school board elections website](https://www.trustee-election.co.nz/elections-dashboard/) as soon as they receive valid nominations.

**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),](mailto:School%20Board%20Elections%20-%20CES%20(cessl.org.nz)) phone: 0800 205267, or email: [info@cessl.org.nz](mailto: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.

**Promoting the elections**

Being a part of a school board is an important role that needs people with a range of skills, experiences and attributes who believe in making a positive difference to our children’s learning. We encourage you to think about and promote the skills, experience and attributes you hope to bring to your board. To encourage nominations and wide voter turnout, boards are strongly encouraged to actively promote the school board elections. For ideas on how to promote the elections, see the [promotional material](https://www.schoolboardelections.org.nz/board-resources/promoting-the-elections/) on the school board election website and the [election planner.](https://www.schoolboardelections.org.nz/board-resources/election-planning/)

Here are a few ideas for engaging with you community:

* include the elections as a topic in outgoing school newsletters and emails
* hold evenings and invite prospective board members to hear about your board and its role
* shoulder tap people to encourage them to stand for election
* remind people that if they are posting nomination forms, they need to consider postal delivery schedules
* encourage staff members to talk to parents at the school.

**Election resources (including resource translations)**

We have provided a range of promotional election resources on the [school board election website](https://www.trustee-election.co.nz/board-resources/promoting-the-elections/promotional-material/) in English and Te Reo Māori.

The election flyer is provided on the [school board election website](https://www.trustee-election.co.nz/board-resources/promoting-the-elections/promotional-material/) in English, Te Reo, Chinese, Samoan, Tongan and Tagalog. If there is no suitable resource in your parent communities language(s), consider translating personalised resources for them. Translating resources is an appropriate use of election funding. The Ministry for Ethnic Communities can assist with interpretation services for a reasonable charge. See <http://ethniccommunities.govt.nz/contact-us> or call 64 4 494 0546.

If you would like hard copies of the election flyer, please contact [electionsadvice@nzsta.org.nz](mailto:electionsadvice@nzsta.org.nz) and remember to include the name and address that the flyers should be delivered to, as well as the number of flyers you would like and in what language.

**Triennial Vacancies:**

If one of the triennial board members has resigned since the last triennial elections in 2022, the board must fill this casual vacancy by either selection or a by-election. **The casual vacancy process is a** **separate process from the midterm school board election** (also noting boards cannot fill an elected position by co-option). If you need help, please contact NZSTA.

**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)

Ngā mihi,

NZSTA Elections Team