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**6th September 2023**

**2023 School Board Midterm Elections**  
**Returning Officers' Memo 1**

Kia ora,  
  
Welcome, we are pleased to have you on board for the 2023 Midterm Elections! As a Returning Officer for the elections, you are responsible for running the election process at your school(s). We will be sending several memos between now and the end of the elections to support you in running a successful election process.

As a Returning Officer, you should:

* confirm your school has a valid election date
* ensure you know the number of positions to be filled
* ensure you are familiar with the election process outlined in the [Returning Officers’ Handbook](https://www.schoolboardelections.org.nz/returning-officers/returning-officers-handbook/)
* ensure your school’s parent electoral roll is accurate
* confirm your RO payment
* ensure you have an [appointment letter](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) confirming your role.

**Returning Officer Registration:**

Please make sure you register as the RO on our website at this [link](https://www.schoolboardelections.org.nz/returning-officers/returning-officer-registration/). You will receive an email with a username, password, and RO ID number. If you do not receive the email, please check your spam.

**Returning Officers’ Handbook 2022**   
The Returning Officers’ Handbook 2022 is available on the School Board Elections website [here](https://www.schoolboardelections.org.nz/returning-officers/returning-officers-handbook/). You should have also received a hard copy from your Presiding Member (board chair) or Principal.  
  
**Are you a Presiding Member or Principal receiving this email?**  
If you are a Presiding Member or Principal 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 Elections website ([School Board Elections](https://www.schoolboardelections.org.nz/returning-officers/returning-officer-registration/)) and pass this email update on to them.  
  
**Key Dates**  
The recommended election date is **Wednesday 15th November 2023.**

If your school chooses to use this date, the following table gives you all the key dates you need to meet.

|  |  |
| --- | --- |
| **Event** | **Date** |
| Select Returning Officer by | Wednesday, 13th September 2023 |
| Close Main Roll | Wednesday, 20th September 2023 |
| Call for Nominations by | Friday, 22nd September 2023 |
| Close Supplementary Roll | Monday, 9th October 2023 |
| Nominations Close (at 12pm) | Wednesday, 11th October 2023 |
| Voting Papers Issued by | Wednesday, 18th October 2023 |
| Election Day | Wednesday 15th November 2023 |
| Close Poll | 4pm on Election Day |
| Accept Postal Votes | Monday, 20th November 2023 |
| Count Votes | Tuesday, 21st November 2023 |
| Board Takes Office | Wednesday, 22nd November 2023 |

**Working out the parent electoral roll**  
Ensuring the parent electoral roll is accurate is one of the first tasks of the Returning Officer. This can be difficult, especially in larger schools.  
  
It is recommended that you display the roll at school and remind parents, for example through the school newsletter, to check that they are listed on the roll. If your school is using the recommended election date of 15 November, then the main roll closes on 20 September. Parents need enough time to check the roll and ensure that they are on it before the roll closes. Once the main roll closes a supplementary roll is opened to include any new parents or anyone left off in error.  
  
For stand-alone intermediate schools, please also remember that parents of students enrolled in year 6 at nearby years 1-6 (contributing) primary schools, who are likely to be enrolled as a full-time student at your school in 2024, are eligible to participate in your 2023 parent election.  
  
More information can be found on Page 10 of the [Returning Officers’ Handbook 2022](https://www.schoolboardelections.org.nz/returning-officers/returning-officers-handbook/)  
  
**Calling for Nominations**  
ROs need to call for nominations by putting a notice (Notice 1A) out to the community in the best possible way to capture the parent community and other interested parties. This could be in a newsletter, on the school website or on social media. Nomination forms (Form A) and cover letters (Notice 2) need to be sent out to everyone on the roll by email or post by 22 September. We suggest this is done as soon as the roll is completed. ROs should also ensure that nominees are aware of who is [ineligible to be a school board member](https://www.schoolboardelections.org.nz/assets/d5a18fa397/People-who-are-not-eligible-to-be-school-board-mem).

**Have you got the right election day?**  
The recommended election date is Wednesday 15November. Boards can choose an alternative election date, but it must be in November. Use the [election planner tool](http://www.trustee-election.co.nz/board-resources/election-planning) to determine the required election timetable.  
  
**Update your election information**  
After you register, it is important that you log in and provide the following information about your school’s elections in the [Returning Officer](https://www.trustee-election.co.nz/elections-dashboard/) section of our website.

* your school’s election date
* the number of parent representative positions to be filled on the board
* the number of nominations (enter these as they are received – please enter 0 until then)

This information helps NZSTA to provide assistance to boards and returning officers.  
  
**Note:**  All schools must follow the election process for parents.

**Returning Officer payment**  
The Ministry of Education provides funding for school boards to hold their triennial and mid-term school board elections. Out of this comes the Returning Officer’s payment. The actual amount of the Returning Officer’s fee is for your school’s board to decide. NZSTA recommends the fee is calculated on the basis of 50% of the school’s base election funding for 2022, plus 25% of the per-student amount.  
  
**Election funding 2023:**

|  |  |
| --- | --- |
| **Rates** | **2023 (GST inclusive)** |
| Base funding | $770.01 |
| Per-pupil funding (all school except Intermediate) | $8.82 |
| Per pupil funding (Intermediate) | $13.19 |

For more information on funding see the [Ministry of Education website](https://www.education.govt.nz/school/funding-and-financials/resourcing/board-of-trustees-by-elections-expenses-reimbursement/).  
  
**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)

Kind regards,  
**NZSTA Elections Team**

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