# 13th September 2023

# 2023 School Board Midterm ElectionsReturning Officers’ Memo 2

Kia ora,

If this is the first memo that you have received since registering as a Returning Officer for the 2023 midterm elections please read the previous memos on our [School Board Elections | Election Memos](https://www.schoolboardelections.org.nz/board-resources/trustee-election-memos/) page.

This memo provides advice on:

* Logging in
* Election preparation
* Training
* Non-eligible board members
* Promoting elections
* Using sample notice for combined advertisements

**Having trouble logging in?**

If you are having trouble logging into the [school board election website](https://www.schoolboardelections.org.nz/Security/login?BackURL=%252Felections-dashboard%252F) using the login details provided in your registration email, try making sure there are no extra spaces when copying and pasting. If this does not work, try typing in the login details instead of copying and pasting. Please do not hesitate to [contact us](https://www.trustee-election.co.nz/board-resources/contact-us/) if you have any further issues.

If you have not received an email from us, please check your junk folders.

**Election preparation**

Make sure that your school board has provided you with:

* The midterm election date for the 2023 midterm elections. For most schools this will be **15 November 2023, if it is not the date provided check that it is in November**
* The number of parent representative positions to be filled.
* A hard copy of the Returning Officers’ Handbook. One was sent out to the school for the triennial elections last year.

**Training**

Once you are appointed as a returning officer, you should refer to the following resources on our website to familiarise yourself with the role:

* [Returning Officers’ Handbook 2022](https://www.schoolboardelections.org.nz/returning-officers/returning-officers-handbook/)
* [FAQs](https://www.schoolboardelections.org.nz/returning-officers/faq/).
* ASC : We are available to assist with any questions you might have on the election process. Our contact details can be found at the end of this memo.

**Non-eligible board members**

The [school board election website](https://www.schoolboardelections.org.nz/assets/d5a18fa397/People-who-are-not-eligible-to-be-school-board-members-v2.pdf) lists a summary of people who are not eligible to be a school board member. We recommend that returning officers send this summary along with the nomination forms to ensure potential candidates are clear on the criteria before signing the eligibility declaration on the nomination form.

**Promoting the elections**

Returning officers are responsible for running the parent elections. Promoting the elections is the responsibility of the board. Page 7 of the [Returning Officers’ Handbook 2022](https://www.schoolboardelections.org.nz/returning-officers/returning-officers-handbook/) outlines the responsibilities of the returning officer. We have also placed this information on the [school board election website](https://www.schoolboardelections.org.nz/board-resources/trustee-election-memos/).

**Using the sample notice for a combined advertisement**

Several boards may wish to call for nominations using a combined notice in their local newspaper or other media outlet. It is no longer mandatory to call for nominations in a newspaper, but your board may still prefer to do this. It is important to ensure the notice contains all the required information for each board’s election. A sample parent election notice for combined advertisement can be accessed on the [School Board Elections website](https://www.trustee-election.co.nz/returning-officers/cover-notices-letters-and-declarations/sample-election-notices/).

**Postage options**

Posting voting forms is an important responsibility of the returning officer. In addition to NZ Post, DX Mail provides a national and international postal service. To use its service, call 0800 800 230 to open an account or visit [www.dxmail.co.nz](http://www.dxmail.co.nz/).

**Are you a presiding member (board chair) receiving this email?**

If you are a board member 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/)) and pass this email update on to them.

**Contact the NZSTA Elections Team**

**Our team is here to support you and your board during the trustee 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**

**Checklist & recap on our last elections memo**

In the Returning Officer [memo 1](https://www.schoolboardelections.org.nz/board-resources/trustee-election-memos/) we looked at:

* Returning Officers’ Handbook
* Midterm election date for 2023
* Working out the parent roll
* Calling for nominations
* Updating your election information
* Returning officer payment

Kind regards,

NZSTA Elections Team