# 18th September 2023

# 2023 School Board Midterm elections Returning Officers’ Memo 3

Kia ora,

***You may be receiving this email if you are the Presiding Member or Principal of a school due to hold midterm elections. If you have appointed your Returning Officer and they have***[***registered***](https://www.schoolboardelections.org.nz/returning-officers/returning-officer-registration/)***with us, they should have received it also. If you have not appointed a Returning Officer, please do so and have them register on our website, and forward this email to them for their information.***

In our most recent memo we covered:

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

This memo provides advice on:

* Updating your school’s election information on the school board election website
* Closing the electoral roll
* Supplementary roll
* Valid nominations.
* Korāri sessions

**Updating your election information**

It is important that you 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 will help us to help you and your board during the elections.

**Closing the electoral roll**

For schools using the recommended election date of Wednesday 15 November 2023, the main electoral roll should have been closed for the parent elections on Wednesday 20 September 2023. Please use the [School Board Elections | Election Planning](https://www.schoolboardelections.org.nz/board-resources/election-planning/) tool to check dates if you are not using the recommended date.

**Supplementary roll**

After the closing of the parent electoral roll, you may open a supplementary roll (for example parents of a student newly enrolled at the school or parents who were left off the main roll in error).

Any notices you give to those on the main roll must also be provided to those on the supplementary roll. This roll closes 14 days after the main roll closes. If your board is using the recommended election date of Wednesday 15 November this will be **noon on Monday 9th October 2023**. If you are using another date for your elections please use the [School Board Elections | Election Planning](https://www.schoolboardelections.org.nz/board-resources/election-planning/) tool to check dates.

**Valid nominations**

When a nomination form is filled in, the candidate declares their eligibility on the nomination form.

It is not the responsibility of the returning officer to check this eligibility; it is the responsibility of the returning officer to check that the form is filled in correctly. If there are errors, please make sure you advise the nominee/nominator and allow them to correct the error or fill in any gaps before nominations close.

Any nomination that is filled in correctly and received before noon on the closing day for nominations, is valid.

Keep an updated listed of nominees as they become available at the school which is accessible to the parent community.

**Candidate statements**

You may want to start reviewing candidate statements as they come in. Most nominations received will have an attached candidate statement. Candidates are advised to keep this brief (up to 400 words). You can edit this if necessary but remember you must remain impartial and retain the core information. More information on candidate statements can be found on page 17 of the [Returning Officers’ Handbook 2022](https://www.schoolboardelections.org.nz/returning-officers/returning-officers-handbook/). Candidate statements received before noon on Wednesday 11October 2023 will go out with the voting papers provided a voting election is held.

**Korāri Sessions**

NZSTA is running a webinar for community members who want to join a school board on Wednesday 27 September 2023, 7-8:15pm. Please share [this link](https://www.nzstaresourcecentre.org.nz/learningeventsresources?aId=ka00o000000pOOsAAM), where you can find out more and register, with your parent community.

**Contact the NZSTA Elections Team**

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