**9 October 2023**

# 2023 School Board Midterm Elections Returning Officers’ Memo 5

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 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 [memo](https://www.schoolboardelections.org.nz/board-resources/trustee-election-memos/) 4 we looked at:

* Nomination updates
* Displaying the nominations
* Candidate statements
* Valid nominations
* Closing nominations
* Concerns about insufficient nominations

This memo provides advice on:

* Reminder to register nominations
* Preparing voting papers
* Delivery of voting papers
* ‘No voting’ elections

**Reminder to register nominations.**

After you close nominations please ensure you have registered all nomination information on the [school board election website](https://www.schoolboardelections.org.nz/elections-dashboard/).

**Preparing voting papers**

Voting papers need to be issued one week after nominations close and four weeks before your election. Please refer to the [Election Planner Tool](https://www.schoolboardelections.org.nz/board-resources/election-planning/) on the School Board Elections website. You can also find the voting forms on the [website](http://www.schoolboardelections.org.nz/returning-officers/cover-notices-letters-and-declarations/election-forms-and-appendices/). You should be using Voting Form C.

In addition to the voting form, you must include any candidate statements (if provided by candidate/s before the close of nominations), a return envelope (which voters may choose to use), and we advise including a cover letter: Notice 3. You can download a sample voting cover letter from the [School Board Elections website](https://www.schoolboardelections.org.nz/returning-officers/cover-notices-letters-and-declarations/sample-election-notices/). These templates include translations in Te Reo Māori, Samoan, Tongan and Simplified Chinese.

For more information on preparing the voting papers, see the [voting FAQs](https://www.schoolboardelections.org.nz/returning-officers/faq/the-vote/) on the School Board Elections website.

**Delivery of voting papers**

Returning officers may like to contact NZ Post to advise them of the volumes of voting papers that will be posted and the importance of prompt delivery.

Returning officers should double-check addresses to ensure that all voting papers are delivered to the correct address the first time to avoid delays.

Hand delivery of voting papers back to the school ballot box/returning officer should be encouraged.

If someone has lost or damaged their voting paper, it is your decision whether you provide a replacement.

Voting papers must not be sent home with students.

**‘No voting’ election required**

If you have received nominations equal to, or fewer than, the number of positions available you can declare all candidates elected The new board members will take office seven days after nominations close which is Wednesday 11th October for those who are using the election date of November 15th.

You can find a sample declaration of parent representative election results on the [School Board Elections website](https://www.schoolboardelections.org.nz/returning-officers/cover-notices-letters-and-declarations/sample-election-notices/). This needs to go out to everyone on the roll and can be done via the school newsletter. It can also be placed on the school’s website and FB page.

**Contact the NZSTA Elections Team**

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