



Elections update

24 September 2020

2020 parent trustee mid-term elections Returning Officers' Memo 4

Kia ora,

In the Returning Officer [memo 3](#) we looked at:

- Updating your school's election information on the trustee election website
- Updated resources for the new Education and Training Act and board election regulations
- Working out the parent electoral roll

If this is the first memo that you have received since registering as a Returning Officer for the 2020 mid-term elections please read the previous memos on our [trustee election website](#).

This memo provides advice on:

- Using the updated nomination form
- Updating your school's election information on the trustee election website
- Promoting the elections
- Using the sample notice for a combined advertisement
- Postage options

Using the updated nomination form

The Ministry of Education has recently updated the standard election nomination form. This form no longer includes a summary of people who are not eligible to be a school board member.

NZSTA have created a new PDF for this summary and it is now available on the [trustee election website](#).

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.

Updating your school's election information on the trustee election website

It is important that you provide the following information about your school's elections in the [Returning Officer](#) section of our website:

- your school's election date
- the number of **parent** representative positions to be filled on the board (do not include the staff representative position)
- 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.

Promoting the elections

Returning officers are responsible for running the elections. Promoting the elections is the responsibility of the board.

Page 7 of the [Returning Officers' Handbook 2019-2022](#) outlines the responsibilities of the returning officer. We have also placed this information on the [trustee election website](#).

Using the sample notice for a combined advertisement

Several boards may wish to call for nominations using combined notice in their local newspaper or other media outlet. 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 [Trustee Elections website](#).

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](#).

Are you a board chair receiving this email?

If you are a board chair 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 Trustee Elections website ([www.trustee-election.co.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:

- Trustee elections website [www.trustee-election.co.nz/returning-officers](#)
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email electionsadvic@nzsta.org.nz

Kind regards,

NZSTA Elections Team

