

1 October 2020

2020 parent trustee mid-term elections Returning Officers' Memo 5

Kia ora,

In the Returning Officer [memo 4](#) we looked at:

- 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

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:

- Updating your election information
- Preparing the electoral roll
- Notice that the roll is open for viewing

Updating your election information

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

- your school's election date
- the number of mid-term parent representative positions to be filled on the board
- the number of nominations (you can keep this at 0 until you start receiving nominations)

This information will help us to assist you and your board during the elections.

Preparing the electoral roll

You should now be well underway with preparing the parent electoral roll.

For more information on how to prepare the electoral rolls refer to:

- Pages 8-11 of the [Returning Officers' Handbook 2019-2022](#)
- [Returning officers' online module 2 – preparing the electoral rolls](#)
- Returning officer [memo 3](#)
- [FAQs – The roll](#)

Notice that the roll is open for viewing

Once the roll has been prepared, you must ensure that the roll is available for viewing at any reasonable time before election day. You could put a notice in the school newsletter with details of where and when parents/caregivers/guardians can view the roll to ensure the school community is informed.

Note: when the roll is available for inspection, no addresses should be visible.

Closing the electoral roll

For schools using the recommended election date of 4 December 2020 the main electoral roll closes at **noon on 9 October 2020**.

Supplementary roll

If any parents/caregivers/guardians become eligible to vote 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 4 December 2020 this will be **noon on 30 October 2020**.

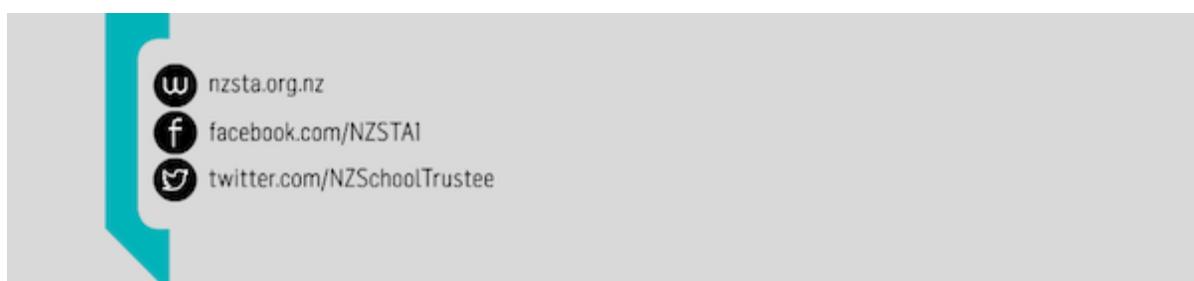
Calling for nominations

If your board is using the recommended election date of 4 December 2020, then **11 October 2020** is the date by which the returning officer must have called for nominations. It is fine to do this earlier than the deadline date. You call for nominations by:

- Issuing a [nomination form](#) along with a [cover letter](#) to everyone on the electoral roll. We also recommend that you include our summary of [people who are not eligible to be a school board member](#). You can choose to issue these documents in a way that best suits your school community, this might be by:
 - Sending via post or personally delivering – we recommend addressing the envelopes to each individual person on the electoral roll
 - Emailing – we recommended sending to a unique email address per person on the electoral roll. If more than one person shares an email address then send separate emails addressed to each person separately.
- Publishing a [notice calling for nominations](#) in a way that is effective for your school and wider communities, this might be by:
 - Posting on community social media pages e.g. Facebook or Neighbourly
 - Advertising in a local newspaper
 - Placing in your school newsletter

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 electionsadvice@nzsta.org.nz

Kind regards,

NZSTA Elections Team



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