



Elections Update

1st July 2024

2024 Student Representative Elections

Kia ora koutou,

The board of every school that has students in Year 9 and above must include a student representative on their board unless they have an approved alternate constitution. All full time students in Year 9 and above may participate in this election.

There will be Zoom sessions for new student representatives in October. Keep an eye on our [Resource Centre](#) for confirmed dates and times.

If you have any questions about the information below, please email our Elections Team at electionsadvise@tewhakaroupotanga.org.nz or call 0800 782 435 to speak with one of our Governance Advisors.

Timeframes

Student elections must take place in September each year. The recommended date for this year is **Thursday 19 September**.

If this date is selected then a Returning Officer must be appointed by **Monday 19 August**.

Schools can choose **any date in September** to run their election. If they do this, they should use the election planner tool on the School Board Elections website to generate an election timetable, which includes the date by which an RO must be appointed: [School Board Elections | Election Planning](#).

An example timetable, using the recommended election date, is below:

Event	Date
Select Returning Officer by	Monday, 19th August 2024
Close Main Roll	Monday, 26 th August 2024

Call for Nominations by	Wednesday, 28 th August 2024
Close Supplementary Roll	Monday, 2 nd September 2024
Nominations Close (at 12pm)	Tuesday, 3 rd September 2024
Voting Papers Issued by	Monday, 9 th September 2024
Election Day	Thursday, 19 th September 2024
Close Poll	4pm on Election Day
Count Votes by	Wednesday, 25 th September 2024
Board Takes Office	Thursday, 26 th September 2024

The term of office for the student representative is 12 months from the date they are elected.

Information for Returning Officers

Once appointed, the RO should register on our website and include their election date: [School Board Elections | Returning officer registration](#). They will then receive an RO ID number and a username and password.

The RO ID is used when the RO updates the number of nominations received on the registration page.

The RO needs to display Notice 7, which is accessible on the website, around the school and on the school website calling for nominations.

The nomination form (Form A), also accessible on the website, can be given out to all students on the roll or the students can be made aware of the place to go to collect a form if they wish to nominate themselves or someone else. The forms can also be emailed out to everyone on the roll.

If there are no nominations received for this position then the board will have a casual vacancy for this position and they will need to run a student by election..

All students should receive a voting form (Form F) and know where and when this form should be returned. These can be sent out electronically provided that the process complies with Section 13 of Education (Board Elections) Regulations 2022. [Refer to page 38 of the Returning Officer's Handbook](#).

At the conclusion of the election process, the RO should ensure the successful student representative completes Appendix 2, which can be completed online: [School Board Elections | Appendix 2](#).

Finally, the RO must complete Appendix 1, which can be completed online and goes to the Ministry of Education, showing that an election has been held: [School Board Elections | Appendix 1](#).

Please note, funding is not provided by the Ministry of Education, however the board still needs to appoint a RO to run the election and can decide to pay this person a fee which will come out of board funding

Links

The Returning Officer's Handbook from page 26 goes into detail about the entire election process: [School Board Elections | Returning officers' handbook](#).

Promotional material for the student elections is available here: [School Board Elections | Student Representative Promotional Material](#).

Ngā mihi,
NZSTA Elections Team