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| **28 July 2023** |

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| **2023 Student Representative Elections** |

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If you have any questions about the information below, please email our Elections Team at [electionsadvice@nzsta.org.nz](http://electionsadvice@nzsta.org.nz/" \o "electionsadvice@nzsta.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 14 September**.  If this date is selected then a Returning Officer must be appointed by **Monday 14 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](https://www.schoolboardelections.org.nz/board-resources/election-planning/" \o ").  An example timetable, using the recommended election date, is below:   |  |  | | --- | --- | | **Event** | **Date** | | Select Returning Officer by | Monday, 14th August 2023 | | Close Main Roll | Monday, 21st August 2023 | | Call for Nominations by | Wednesday, 23rd August 2023 | | Close Supplementary Roll | Monday, 28th August 2023 | | Nominations Close (at 12pm) | Tuesday, 29th August 2023 | | Voting Papers Issued by | Monday, 4th September 2023 | | Election Day | Thursday, 14 September | | Close Poll | 4pm on Election Day | | Count Votes by | Wednesday, 20th September 2023 | | Board Takes Office | Thursday, 21st September 2023 |   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](https://www.schoolboardelections.org.nz/returning-officers/returning-officer-registration/" \o "). 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 themself 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 position must be left vacant until next year. However if the board has positions available on the board to co-opt,  a student could be co-opted on to the board to bring a student voice to the table but they would not be the student representative.  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](https://www.schoolboardelections.org.nz/returning-officers/returning-officers-handbook/" \o "Refer to page 38 of the Returning Officers' 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](https://www.schoolboardelections.org.nz/board-resources/election-forms-and-appendices/appendix-2).  Finally, the RO must complete Appendix 1, which can also be completed online and goes to the Ministry of Education, showing that an election has been held: [School Board Elections | Appendix 1](https://www.schoolboardelections.org.nz/board-resources/election-forms-and-appendices/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](https://www.schoolboardelections.org.nz/returning-officers/returning-officers-handbook/" \o ").  Promotional material for the student elections is available here: [School Board Elections | Student Representative Promotional Material](https://www.schoolboardelections.org.nz/board-resources/promoting-the-elections/student-representative-promotional-material/).  Ngā mihi, **NZSTA Elections Team** | |