

Task	Steps to be taken to complete task	Additional Information	Supporting information/ references
Board appoints returning officer	Board passes a resolution appointing Returning Officer (RO) and setting the election date.	<p>Board gives RO a letter of appointment which includes:</p> <ol style="list-style-type: none"> 1. Election date 2. number of positions 3. the agreed fee 4. Type/ scope of election (Staff/ staggered etc) 5. Key contacts – school office, presiding member 	Sample letter
Register the election	RO needs to Register the Election	Upon registration Returning Officer receives email with ID #, username, and password.	Register your election
Set dates	RO uses election planning tool to plan dates and actions.	<p>The RO selects the correct planner tool for the election they are running.</p> <p>Update election information.</p>	Election Planner Tool Update Election Information
Advise of upcoming election	RO publishes initial details of election in appropriate media.	Use sample notice 1A, modify for staff and student elections.	Sample notice (1A)
Close main roll and open supplementary roll	<ul style="list-style-type: none"> • Prepare the electoral roll • When complete close main roll and open supplementary roll 	<ul style="list-style-type: none"> • Determine who is eligible to be on the roll for your election. • Display in office, without addresses, for at least a week so eligible voters can check they are on it. • Supplementary roll is for people who were accidentally omitted from main roll or became eligible after main roll closed. 	Elections Handbook
Call for nominations	<ul style="list-style-type: none"> • Prepare nomination forms and appropriate notice/ cover letter. • Issue nomination forms to each person on the roll. 	The appropriate methods for distributing elections material can be found in Election Handbook.	Notices 2, 5, or 7; Form A;
Close Supplementary Roll	The supplementary roll is closed and forms part of the main roll.	No changes to the roll are allowed after this date.	

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Close Nominations	Nomination forms and candidate statements must be returned by noon on the date set in the planning tool.	<ul style="list-style-type: none"> Nomination forms must be completed and signed by both nominator and nominee even if they are the same person. Update presiding member on number of valid nominations. Display list of nominees in a place where people on roll can view. 	
Determine if voting or non-voting election	A non-voting election is where there are the same or fewer nominations than positions vacant.	If there are NO nominations, please ring NZSBA for advice.	
If Non-Voting	The nominated person(s) is elected, and the RO can advise the presiding member and successful candidate and then declare the result.	<ul style="list-style-type: none"> RO must use appropriate declaration notice. The new board member(s) take office 7 days later. Fill out Board Updates Form with the new board members' details. 	Sample declaration 4B School Board Updates form
If Voting Election	Prepare voting forms and issue to people on the roll by the date in the planning tool.	For parent elections voting papers must be posted or hand delivered. An envelope for returning votes must be included.	Cover Letter Notice 3 Parent – Form C Staff – Form E Student – Form F
On Election Day	Close poll at 4 pm	For parent elections wait 5 days to allow for the last postal votes to arrive.	
Count Votes	Count votes in time frame specified in relevant election planner.	<ul style="list-style-type: none"> Inform presiding member of result Inform candidates Declare results 	Notice 8A & 8B
Elected Board Members take office	Newly elected board members take office 7 days after the election.	If a non-voting election this will be 7 days after nominations close.	

Admin tasks to complete election	RO completes Board Updates form Voting papers including invalid votes and electoral roll are delivered to the District Court.	Ensure Board Updates Form has been filled out with the new board members' details. Nomination forms are kept by the board for 6 months after the election.	School Board Updates form
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