



Elections Update

16 June 2022

2022 school board triennial elections Update for presiding members and principals

Kia ora,

This memo provides advice on the:

- triennial 2022 election date
- task list for this month
- readiness survey
- number of parent representative positions
- returning officer fee
- returning Officers' Handbook 2022
- electronic elections.

Triennial 2022 election date

The recommended election date is **Wednesday 7 September 2022**. If the recommended date is not used, then the election must be held between the 5 and 23 of September.

June task list for Boards

We recommend that Boards complete the following actions **by the end of June**:

- Appoint your returning officer/s for both staff and parent triennial election. All schools must run a staff election irrespective of when you last had one. You can use our template [letter of appointment](#). **Note:** *Schools with a 7th September 2022 election date must do this by 6th July 2022, but we recommend doing so earlier.*
- Ensure your returning officer (or RO) is appointed, then the roll is prepared and displayed. We recommend this is completed this month along with the call for nominations ahead of the school holidays.
- Decide if you wish to have an election organiser to plan election promotions and if so, who this will be.
- Write a school newsletter election article to generate interest. We have promotional material to assist with this [here](#).
- Update relevant governance documentation and develop/review your school board manual
- Plan your board's induction programme for new school board members. To assist with this, check out the [succession planning](#) section of our website.

Readiness Survey

We will shortly be sending out a readiness survey to presiding members to assess school

preparedness for the elections. This will act as a reminder to schools of what needs to be done to prepare for the elections. It will also help NZSTA provide appropriate assistance to schools to guide them through this process.

Number of parent representatives

Presiding members need to advise the returning officer of the number of parent representative positions to be filled. This will be between 2 and 7, depending on your board's make-up (constitution).

If you are unsure about the number of parent representative positions to be filled at the triennial elections, please contact the [NZSTA elections team](#).

Ask yourself:

- Have you included parent representative position/s currently vacant?
- Have you mistakenly counted co-opted board members?
- Have you advised the returning officer if you are opting into staggered (mid-term) elections for the first time?
- Have you left out mid-term parent representative positions (for boards that are already in the staggered (midterm) election cycle)?
- Have you checked that your returning officer has registered the number of parent representative positions on the [school board election website](#)?

Returning Officer fee

The Ministry of Education provides funding for school boards to hold their triennial elections. Out of this comes the returning officer's fee, but the actual amount is for your school's board to decide. NZSTA recommends the fee is calculated based on 50% of the school's base rate for 2022, plus 25% of the per-student amount.

Election funding 2022

	Funding (GST incl)
Base Rate	\$749.4
Per-Student Rate	\$8.58
Per-Student Rate (<i>Intermediate Schools only</i>)	\$12.84

For more information on funding see the [Ministry of Education website](#).

Returning Officers' Handbook 2022

Copies of the Returning Officers' Handbook 2022 will be sent out within the next week. You can also access the Returning Officers' Handbook 2022 on the [school board elections website](#).

Electronic Elections

As the Ministry's process for accrediting a provider is still ongoing, we'd like to remind boards they can still choose to run a paper election this time around given how close we are to the beginning of the election process. Boards cannot run electronic voting elections unless they use an accredited provider.

Contact the NZSTA Elections Team

Our team is here to support you and your board during the trustee elections:

- School Board Elections website schoolboardelections.org.nz/returning-officers/
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email electionsadvise@nzsta.org.nz

Following up

Please ensure you have undertaken all the actions listed in [memo 2](#). To recap, we looked at:

- succession planning
- appointing a returning officer
- student school board elections