**20XX School Board Parent Elections**

**[School Name]**

**School profile number: XXXX**

Nominations are open for the election of *[insert number]* parent representatives to the school board.

**Your nomination form is enclosed**

You can use this form to nominate yourself or someone else in your community. We have nomination forms available in Te Reo Māori and some other languages. Please contact the returning officer if these are required. [**NOTE**: *please include the following sentence* ***only*** *if you are returning officer for a stand-alone intermediate school.*]If you have a child enrolled in year 6 at a nearby years 1-6 (contributing) primary school, you can participate in this election also*.*

**Nominating yourself or someone else**

If you are on the voting roll and eligible to vote, you can nominate yourself. Please remember to sign **both** parts of the form

If you are nominating someone else, complete the nomination form and make sure it includes all the required contact details and signatures.

You can post, hand deliver or email your nomination form/s to the returning officer (see details below). Nominations close at **noon** on *[insert date].*

[**NOTE**: *the following sentence is optional but recommended*.] Information on who is not eligible to be a board member is enclosed.

**Candidate statement**

If you are a candidate, you are invited to submit an optional statement (up to 400 words) and photo. Make sure your statement is received by **noon** on *[insert date]* so that it can be sent to voters with the voting papers.

The returning officer may remove or edit any part of the candidate’s statement if it exceeds 400 words or is offensive or defamatory.

**Electoral roll**

The electoral roll is held at the school office and can be viewed during normal school hours.

**Eligibility**

Anyone can stand for election for election to the board, except for some exclusions. Please check information on who is not eligible. If not enclosed, ask the returning officer for this. If you are not on the voting roll you must be nominated by a person who is.

**Scrutineers**

A candidate may nominate a person to sit with the returning officer during the vote count to make sure it is done correctly**.** Please advise the returning officer in writing of your scrutineer’s name and contact details before election day. Candidates **cannot** be scrutineers.

**Voting and results**

If there are more nominations than vacancies for parent representatives, a voting election will be held. Eligible voters will be issued voting papers and candidate statements, on or before [*insert date by which voting papers must be issued*].

The poll closes at **4pm** on *[insert Election Day date].* The highest polling candidates will be elected to the board, and results will be notified to the school community and other affected parties.

**Post, hand deliver, or email completed nomination form/s to**: *[insert name and address of returning officer]*.