**Running a Parent By-Election**

The Returning Officer (RO) needs to be appointed by the board to run the parent by-election. See: [School Board Elections | Appoint a Returning Officer](https://www.schoolboardelections.org.nz/board-resources/appoint-a-returning-officer/)

They need to know the date of the election and the fee they will be paid for running it. Here is a link to the Ministry of Education (MOE) site that provides the funding formula the RO needs to use: [School board elections funding - Ministry of Education](https://www.education.govt.nz/education-professionals/schools-year-0-13/funding-and-financials/school-board-elections-funding).

**RO Registration Process**

* Once appointed, the RO needs to register on our site:
	+ [School Board Elections | Returning officer registration](https://www.schoolboardelections.org.nz/returning-officers/returning-officer-registration/)
* After registration, the RO will receive an email containing their RO ID number, username, and password.
* The RO must enter the election date into the **Election Planner Tool** (under the **Parents** section). This tool will generate an election timetable for the RO to follow. It is essential to use the correct planner tool for a **parent by-election**, which follows a **63-day process**:
	+ [School Board Elections | Election Planning](https://www.schoolboardelections.org.nz/board-resources/election-planning/)
* The **Returning Officers’ Handbook** provides detailed instructions on conducting each task: [School Board Elections | Returning officers' handbook](https://www.schoolboardelections.org.nz/returning-officers/returning-officers-handbook/)

**The Roll**

* The RO needs to prepare a roll listing all parents and caregivers of currently enrolled students. The **Returning Officers’ Handbook** provides guidance on determining eligibility.
* If the principal is a parent of a student at the school, they **can** be included on the roll, nominate candidates, and vote. However, they **cannot** stand for election.
* If a parent has **dual eligibility** (i.e., they are also employed by the school), they **can** be on the roll *only if* they did **not** opt to be on the staff roll in the last triennial elections.
* The roll must be displayed at the school for **one week** for parents to verify their inclusion. Only **names** should be displayed—**no addresses**.
* Parents who were omitted from the roll or enrolled after it closed may be added to the **supplementary roll**.

**Nomination Process**

The RO must **call for nominations** by publishing a **Notice 1A** in the school newsletter, on the school website, or via the school's Facebook page. A sample notice can be downloaded here:

[School Board Elections | Sample election notices](https://www.schoolboardelections.org.nz/returning-officers/cover-notices-letters-and-declarations/sample-election-notices/).

The RO can begin this process as soon as the roll is finalized.

* The RO must send a **Nomination Form (Form A)** and **Cover Letter (Notice 2)** to all parents on the roll. These can be sent via:
	+ Email
	+ Post
	+ Hand delivery

Relevant forms can be downloaded here:

* [School Board Elections | Election Forms and Appendices](https://www.schoolboardelections.org.nz/returning-officers/cover-notices-letters-and-declarations/election-forms-and-appendices/)
* [School Board Elections | Sample election notices](https://www.schoolboardelections.org.nz/returning-officers/cover-notices-letters-and-declarations/sample-election-notices/)
* Nomination forms must be **sent out by the deadline specified** in the **Election Planner Tool**.
* Completed nomination forms must be **returned before nominations close at 12:00 PM** on the specified date.
	+ A nominee may submit a **candidate statement** along with the nomination form.
	+ The nomination form must be signed by **both** the nominee and the nominator (even if they are the same person).
	+ The RO must **validate all nomination forms** before accepting them. If a form is invalid, the RO should instruct the nominator on how to correct it.
* The RO should maintain a **public list of nominees** as nominations are received.
* If **only one nomination is received per position** or if the number of nominations matches the number of available positions, the nominees are **automatically elected** when nominations close.
* The **new Board Members (BMs) take office seven days after nominations close**.
* The RO should use **Form 4B** to announce the results via:
	+ The school website
	+ The school’s Facebook page
	+ A school newsletter

**Voting Process**

* **Voting Form (Form C)** and candidate statements must be **posted** or **hand-delivered** to all parents on the roll **by or before the deadline** specified in the **Election Planner Tool**. These **cannot** be sent via email. Only an accredited provider can conduct electronic elections.
* **Voting deadlines:**
	+ Voting forms must be **returned by 4:00 PM on election day**.
	+ If mailed, voting forms must **arrive within five days** after election day.
* **Counting and results:**
	+ Votes will be **counted six days after the election date**.
	+ The **new Board Members (BMs) take office the following day**.

**Forms and Notices for a Parent By-Election**

| **Form/Notice** | **Purpose** |
| --- | --- |
| **Notice 1A** | Call for nominations |
| **Form A** | Nomination form |
| **Notice 2** | Cover letter for nominations |
| **Form C** | Voting form |
| **Notice 4B** | Results announcement (if no voting was required) |
| **Notice 4A** | Results announcement (if voting was required) |

**Post-Election Requirements**

Once the election process is complete (whether at the nomination or voting stage), the RO must complete:

* **Appendix 1**
* **Appendix 2**

These forms can be found here: [School Board Elections | Election Forms and Appendices](https://www.schoolboardelections.org.nz/returning-officers/cover-notices-letters-and-declarations/election-forms-and-appendices/)

**Need Help?**

We are here to assist all ROs in running board elections.

📞 **Call:** 0800 782 435 (Option 1)