**Student Elections**

Every school with students in **Year 9 and above** must have a **student representative** on its board, unless it has an **approved alternate constitution**.

**Eligibility**

* **All full-time students in Year 9 and above** are eligible to **vote** and **stand as candidates** in student elections.

**Election Timing and Term Length**

* **Student elections take place in September each year**.
* The **elected student serves a 12-month term** from the date they are elected.
* If a student is elected in a **by-election**, they **complete the remainder of the term** of the student originally elected in September.

**Election Funding**

* The **Ministry of Education (MOE) does not provide funding** for student elections.
* However, the **board must appoint a Returning Officer (RO)** to run the election and may choose to **pay the RO a fee** from board funds.

**Election Planning and RO Registration**

1. **Use the Election Planner Tool**
	* The **RO must generate an election timetable** using the **Student Election Planner Tool**:
		+ <https://www.schoolboardelections.org.nz/board-resources/election-planning/>
2. **Register as an RO**
	* The RO must **register online** and enter the election date.
	* Upon registration, they will receive:
		+ **RO ID number**
		+ **Username and password**
	* <https://www.schoolboardelections.org.nz/returning-officers/returning-officer-registration/>

**Nomination Process**

* The RO must **display Notice 7** around the school and on the **school website** to **call for nominations**.
* The **RO ID number** must be used to update the **number of nominations received** on the registration page.

**How to Nominate a Candidate**

* **Nomination forms (Form A)** can be:
	+ **Distributed to all students on the roll**.
	+ **Made available for collection** at a designated location.
	+ **Emailed to all eligible students**.
* Students wishing to **stand for election** must:
	+ **Complete a nomination form** and submit it to the RO.
	+ **Optionally include a candidate statement** (many schools also provide candidates with time to address the school before the election).

**Uncontested Elections & Casual Vacancies**

* If **no nominations** are received, the board has a **casual vacancy** and must **run a by-election**.
* If **only one nomination** is received, the student is **duly elected** when nominations close and will **take office seven days later**.

**Co-Opted Student Members**

* Some boards choose to have **more than one student voice**.
* Boards can **co-opt** additional students if they have available seats.
* **Co-opted students** are **not** official student representatives but can still contribute.

**Voting Process**

If more than one nomination is received, the RO must:

* Conduct a **voting election**.
* Distribute **Voting Form (Form F)** to all eligible students.
* Ensure students know:
	+ **Where to submit their votes** (e.g., a ballot box).
	+ **The deadline** for submission (4:00 PM on election day).

**Electronic Voting**

* Voting forms **can be sent electronically**, provided the process complies with **Section 13 of the Education (Board Elections) Regulations 2022** (refer to the **Returning Officers' Handbook**).

**Post-Election Requirements**

* The **successful student representative** must complete:
	+ **Appendix 2**:
		- <https://www.schoolboardelections.org.nz/board-resources/election-forms-and-appendices/appendix-2>
* The **RO must complete**:
	+ **Appendix 1**:
		- <https://www.schoolboardelections.org.nz/board-resources/election-forms-and-appendices/appendix-1/>

**Additional Resources & Support**

**Promotional Material**

* Resources for promoting student elections are available here:
	+ <https://www.schoolboardelections.org.nz/board-resources/promoting-the-elections/student-representative-promotional-material/>

**Student Representative Training**

* **Face-to-face Zoom sessions** will be scheduled for new student representatives.
* These sessions will be **advertised via our Resource Centre**.

**Student By-Elections**

* If the **student representative resigns before completing their term**, the board must run a **student by-election**, which follows the **same process as the annual student election**.

**Need Help?**

We are here to assist all **Returning Officers (ROs)** with the election process.

📞 **Call:** 0800 782 435 (**Option 1**)