



# Elections Update

15 July 2022

## 2022 school board triennial elections Returning officers' Memo 5

Kia ora,

This memo provides advice on:

- calling for nominations
- promoting the elections
- election resources (including resource translations)
- Running elections in schools with staggered (mid-term) election cycles.

### Deadline for appointing a returning officer

If you have not yet appointed a returning officer, please remember that you must do so **63 days before the election date**. For those using the recommended election date of 7 September, you must have appointed a returning officer **by Wednesday 6 July 2022**. If you have missed this date, please use the [election planner tool](#) to work out a suitable election date (we would recommend using 21 September 2022).

If you have appointed a returning officer, please remind them to register on the [school board election website](#) so that NZSTA has their details and can communicate with them throughout the election process.

If you have not appointed a returning officer, please call 0800 353 284 urgently to discuss the steps you need to take.

### Deadline for calling for nominations

For schools using the recommended election date of Wednesday 7 September 2022, we are now approaching the deadline to call for nominations which is **Friday 15 July**. If your returning officer has not yet called for nominations, you must advise them to do so now.

### Nominations

For boards using the recommended election date of 7 September 2022, nominations for both staff and parent candidates must be called for by **Friday 15 July 2022** and **close at noon on Friday 5 August 2022**. If you do not believe you will be ready to call for nominations on 5 July,

please refer to the [election planner tool](#) to work out a suitable election date and schedule.

Presiding members should keep in touch with their returning officers to monitor the number of nominations received. Please also remind your returning officer to update the [school board elections website](#) as soon as they receive valid nominations.

### Electronic Elections

The Ministry of Education has confirmed that CES have been accredited as the sole approved provider of electronic voting. For this triennial school board election, boards can choose to run electronic elections through CES. Any provider who is not accredited will be able to offer postal voting only. No other provider can provide electronic voting. Visit [School Board Elections - CES \(cessl.org.nz\)](#), phone: 0800 205267, or email: [info@cessl.org.nz](mailto:info@cessl.org.nz) for more information.

Please note that your school can choose to run an election one of the following ways:

1. Appoint CES as your returning officer to run electronic and paper ballot elections.
2. Appoint a returning officer to run paper ballot elections and engage with CES to run the electronic elections.
3. Appoint a returning officer to run paper ballot elections and do not offer electronic elections.

### Promoting the elections

Being a part of a school board is an important role that needs people with a range of skills, experiences and attributes who believe in making a positive difference to our children's learning. We encourage you to think about and promote the skills, experience and attributes you hope to bring to your board. To encourage nominations and wide voter turnout, boards are strongly encouraged to actively promote the school board elections. For ideas on how to promote the elections, see the [promotional material](#) on the school board election website and the [election planner](#).

Here are a few ideas for engaging with you community:

- Include the elections as a topic in outgoing school newsletters and emails.
- Hold evenings and invite prospective board members to hear about your board and its role.
- Encourage prospective board members to attend the Kōrari Webinar session on 21 July to learn more about becoming a school board member – they can register online [here](#).
- Shoulder tap people to encourage them to stand for election.
- Remind people that if they are posting nomination forms, they need to consider postal delivery schedules.
- Encourage staff members to talk to parents at the school.

### Election resources (including resource translations)

We have provided a range of promotional election resources on the [school board election website](#) in English and Te Reo Māori.

The election flyer is provided on the [school board election website](#) in English, Te Reo, Chinese, Samoan, Tongan and Tagalog. If there is no suitable resource in your parent communities language(s), consider translating personalised resources for them. Translating resources, is an appropriate use of election funding. The Office of Ethnic Affairs can assist with interpretation services for a reasonable charge: <http://ethniccommunities.govt.nz/contact-us> or 64 4 494 0546.

If you would like hard copies of the election flyer, please contact [electionsadvic@nzsta.org.nz](mailto:electionsadvic@nzsta.org.nz) and remember to include the name and address that the flyers should be delivered to, as well as

the number of flyers you would like and in what language.

### **Schools with a staggered (mid-term) election cycle**

Boards need to provide their returning officer with correct information about the number of triennial parent representative positions to fill in their school board elections.

If your board has already opted into the staggered election cycle at a previous triennial election, none of the mid-term parent representatives are included in the 2022 triennial elections. Instead, they remain in office until March 2024.

Also, if one of the mid-term board members has resigned since the last mid-term elections in 2020, the board must fill this casual vacancy by either selection or a by-election. The casual vacancy process is a separate process from the triennial school board election. (NOTE: boards cannot fill an elected position by co-option). If you need help, please contact NZSTA.

### **Contact the NZSTA Elections Team**

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

- School Board Elections website [schoolboardelections.org.nz/returning-officers/](https://schoolboardelections.org.nz/returning-officers/)
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email [electionsadvic@nzsta.org.nz](mailto:electionsadvic@nzsta.org.nz)

### **Checklist & recap on our last elections memo**

In [memo 4](#) we looked at:

- The triennial 2022 election date
- Staff Elections
- The role of a school board
- Appointing a returning officer
- Your board's constitution
- Promoting the elections
- Checking your school's roll

Kind regards,  
**NZSTA Elections Team**

