

27 November 2020

## 2020 parent representative mid-term elections Returning Officers' Memo 10

Kia ora,

### **Voting is almost closed!**

For schools using the recommended election date of **Friday 4 December 2020** voting closes at 4pm on election day.

In the Returning Officer [memo 9](#) we looked at:

- Issuing voting papers
- Delivery of voting papers

If this is the first memo that you have received since registering as a Returning Officer for the 2020 mid-term elections, please read the previous memos on our [trustee election website](#).

This memo provides advice on:

- Closing voting
- Scrutineers
- Non-voting elections

### **Closing voting**

If you are using the recommended election date of **Friday 4 December 2020**, voting will close at **4pm** on that date. If you cannot be at the school on this day, make sure that there is a designated person to collect voting papers which are delivered. Make sure that this person knows to mark any envelopes received after 4pm with the time received – these voting papers will be invalid.

After this date, you can only accept posted voting papers for 5 days after the election date.

Votes must then be counted 6 days after the election date. For those using the recommended election date of Friday 4 December, you must count the votes on Thursday 10 December.

### **Scrutineers**

If a candidate wishes to have a scrutineer present at the vote counting, they must make this request in writing to the returning officer before election day.

The scrutineer does not assist the returning officer in any way. They may:

- observe the opening of envelopes containing voting papers
- examine the envelopes and voting papers
- observe the counting of votes.

Remember to advise any scrutineers who have been appointed by candidates where and when vote counting will take place.

Note: Only a candidate can request that a scrutineer be present at the counting of votes.

## Non-voting elections

If you received nominations that are equal to or less than the number of available positions then you will be having a non-voting election.

Any nominations received in this situation will result in those nominees becoming elected board members.

If there are any positions that were not filled during this mid-term election these will become casual vacancies that the board needs to fill. Please note that filling casual vacancies is the responsibility of the board, not the returning officer.

Any new board members will take office 7 days after nominations close.

To complete the election process you must:

- Advise the board in writing of the results.
- Notify the candidates – you should organise with the board chair who will do this.
- Display election result notices at the school.
- Notify the school and local community of the election results in a way best suited to the community (e.g. School newsletter, Neighbourly, Facebook)
  - For a sample notice see the [trustee election website](#).
- Complete [Appendix 1 - Candidates and Elections Results](#) within one week of declaring the results of the election.
- Advise the new board members to complete [Appendix 2](#) by emailing them the link. This only needs to be completed by new board members and when there is a change in either the principal or chair. This should be completed shortly after the board has held its first meeting and appointed its chair (if necessary).
- Send the voting papers and a copy of the electoral roll to your nearest District Court.
- File all nomination forms at the school office.

## Contact the NZSTA Elections Team

Our team is here to support you and your board during the mid-term elections:

- Trustee elections website [www.trustee-election.co.nz/returning-officers](http://www.trustee-election.co.nz/returning-officers)
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email [electionsadvic@nzsta.org.nz](mailto:electionsadvic@nzsta.org.nz)

Kind regards,

NZSTA Elections Team

