



Elections update

3 December 2020

2020 parent representative mid-term elections

Returning Officers' Memo 11

Kia ora,

In the Returning Officer [memo 10](#) we looked at:

- Closing voting
- Scrutineers
- Non-voting elections

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:

- Counting of votes
- Invalid votes
- Late candidate withdrawals
- How to handle a tie
- Completing the election process
- New board members taking office

Counting of votes

Counting of votes must be done six days after voting closes. For schools using the recommended election date of **Friday 4 December 2020**, vote counting will take place on **Thursday 10 December 2020**. See pages 19-21 of the Returning Officers' Handbook 2019-2022 for more information on counting votes.

Note: a returning officer can have administrative assistance at the vote count.

Invalid votes

A vote is invalid if:

- the vote is for more candidates than there are vacancies
- the returning officer believes on reasonable grounds that the voting paper was not issued to the voter by the returning officer
- the voter votes more than once in the election
- the voting paper does not clearly indicate the candidate or candidates for whom the voter intended to vote
- a hand delivered vote is received after 4.00pm on election day
- a postal vote is received later than 5 days after the election day.

Late candidate withdrawal

If a candidate withdraws from the election too late to advise voters, and that candidate is elected, the board will have a casual vacancy to fill once it has taken office.

You **may not** declare the next highest polling candidate elected. For more information on casual vacancies see the trustee election website.

How to handle a tie

If two or more candidates received the same number of valid votes, the returning officer must decide which of them is elected by conducting a lot. The lot must be conducted in the presence of the candidates' scrutineers (if any) and, two board members, or staff members if board members are not available in a reasonable time. See page 21 of the Returning Officers' Handbook 2019-2022 for more information.

Completing the election process

After votes have been counted (or nominations have closed for schools having a non-voting election), 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. Local school newspaper, 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.

- Send the voting papers and a copy of the electoral roll to your nearest District Court.
- File all other election papers (nomination forms, copies of advertisements etc) at the school office.

New board members taking office

Board members elected in a voting election take office the day after the vote count. For schools using the recommended election date of Friday 4 December 2020 this is **Friday 11 December 2020**.

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
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email electionsadvic@nzsta.org.nz

Kind regards,

NZSTA Elections Team

