Governance support resources

Casual Vacancy of elected board member flowchart

If a casual vacancy for a parent or staff representative occurs on or after 1 October in the year before triennial elections, boards can resolve not to fill the vacancy. Boards have 4 weeks after a vacancy occurs to decide this.

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Board decides how to fill the vacancy within 8 weeks of vacancy occurring

For a parent representative

Selection

Board resolves to fill vacancy by selection.

Note: Boards cannot use selection if:
- it would result in there being more selected than elected parent representatives
- the vacancy was created by the board increasing its number of parent representatives (changed its constitution)

Within 14 days of resolution board gives notice to the school and wider local communities of the decision.

A sample notice is available from our website.

Wait 28 days from the date notice was issued.

10% (or more) of eligible voters request an election

The board must start the by-election process.

Less than 10% of eligible voters request an election

The board must select a person to be a board member within 6 weeks of the end of the 28-day notification period.

The person the board wants to select must complete the eligibility declaration.
This is kept on the board's files.

The board passes a motion to select the person.

Selected person takes office straight after the board's decision to select.

By-election

For a staff representative

For a student representative

No nominations received in September election

The position remains vacant until the following September.

For advice on options to ensure student voice, boards can contact govadvice@nzsta.org.nz

Other reason for vacancy

Board resolves to fill vacancy by holding a by-election.

Note: Follow the same process as for an election.

Set election date, using election planner tool.

Board appoints returning officer to run the by-election.

The returning officer notifies Ministry of the election results using Appendix 1.

Appendix 2 is submitted by the new representative.

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