

10 April 2019

Returning officers' Memo 3 - 2019 School Trustee Triennial Elections

Kia ora,

In returning officer [memo 2](#) we looked at:

- Preparation and training
- Key dates

This memo covers the next steps in your returning officer role.

Register on trustee-election.co.nz

Make sure you register on the [trustee election website](#) to be able to access forms and resources you will need to run the elections. It is important that you provide the following information about your school's elections in the [Returning Officer](#) section of our website:

- your school's election date
- the number of parent representative positions to be filled on the board
- the number of nominations (enter these as they are received – please enter 0 until then)

This information will help us to provide assistance to you and your board during the elections.

Trustee election website update

We have recently done quite a few updates to the [trustee election website](#). These include:

- New [RO modules](#)
- New [RO responsibilities page](#)
- New [Appoint a trustee election organiser page](#)
- New [Kōrari programme page](#)
- Downloadable [election planner](#) – this includes a timetable of action for boards
- New [Promoting the elections page](#)
 - You'll find [Promotional material](#) underneath this which includes
 - Interactive election posters
 - Interactive election brochure
 - Election logo
 - School newsletter banners
- New [Working out the number of parent trustees page](#)
 - You will find information on [Changing the number of parent trustees](#) underneath this
- Quick links on [Board resources page](#) and [Home page](#)
- New campaign advertisement on the [home page](#)

- More trustee interview videos on the [Becoming a trustee page](#).

Within the coming weeks we will also be adding:

- Promotional material
 - Te Reo version of the downloadable election planner
 - Downloadable election flyer (these will also be printed and posted to schools)
 - Facebook posts
- More translations of the forms and cover letters.

Working out the parent electoral roll

Ensuring the electoral roll is accurate is one of the first tasks of the returning officer. With so many blended families this can be difficult, especially in larger schools.

For stand-alone intermediate schools, please also remember that parents of students enrolled in year 6 at contributing schools, who are likely to be enrolled as a full-time student at your school in 2020, are eligible to participate in your 2019 parent election.

If you are a returning officer who does not work at the school, it is important that a staff member working in the school office is designated to work with you. The staff member should provide you with roll information to ensure you compile an accurate electoral roll. They can also continue to provide you with the contact details of parents of newly enrolled students. These will be added to your roll, or supplementary roll, and information sent to them.

More information can be found on Page 9 of the [Returning Officers' Handbook 2019-2022](#).

Working out the staff electoral roll

- All permanently employed board staff, other than the principal, are eligible to participate in the staff election.
- Fixed-term staff are eligible to participate in the election if they have been continuously employed for a period of two months immediately before the roll closes.
- Staff who are parents have dual eligibility, but they cannot participate in both the staff and parent election. They are placed on the staff roll unless they advise the returning officer in writing that they wish to participate in the parent election. They will then be removed from the staff electoral roll and placed on the parent electoral roll. The returning officer must be advised before the electoral roll closes.

Note : If a staff member remains on the staff electoral roll they can stand, nominate, and vote. If they choose to be placed on the parent electoral roll they can nominate and vote only. They cannot stand as a candidate in the parent election.

Do you have any questions?

Please refer to our [Frequently asked questions](#) on the trustee election website.

Are you a board chair receiving this email?

If you are a board chair receiving this email, this means your school currently does not have a returning officer registered. As soon as you have appointed your returning officer, please ask them to register on the [Trustee Elections website](#) and pass this email update on to them.

Contact the NZSTA Elections Team

Our team is here to support your board during the trustee elections:

- [Trustee elections website](#)
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email electionsadvic@nzsta.org.nz

Kind regards,

NZSTA Elections Team



nzsta.org.nz



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