

28 May 2019

## Returning officers' Memo 11 - 2019 school trustee triennial elections

Kia ora,

**Please remember to update your nomination information** on the trustee election website

[here](#). To do this you will need to:

1. Enter your returning officer ID
2. Click submit
3. Enter the number of nominations received
4. Click update
5. Make sure you see the message "The record has been saved successfully"

In returning officer [memo 9](#) and [10](#) we looked at:

- Counting the number of nominations
- Insufficient nominations
- Preparing voting papers
- What to do when no voting election is required
- What to do if you do not receive enough nominations.

### Send your voting papers now

Voting papers must be sent at least **9 days before the election day**. For schools using the common election date of **Friday 7<sup>th</sup> June 2019** they must be sent by **Wednesday 29<sup>th</sup> May 2019**.

### Delivery of voting papers

Returning officers may like to contact NZ Post to advise them of the volumes of voting papers that will be posted and the importance of prompt delivery.

Returning officers should double-check addresses to ensure that all voting papers are delivered to the correct address the first time to avoid delays.

Hand delivery of voting papers back to the school ballot box/returning officer should be encouraged.

If someone has lost or damaged their voting paper, it is your decision whether or not you provide a

replacement.

**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](mailto:electionsadvic@nzsta.org.nz)

Kind Regards,

NZSTA Elections Team

