

22 May 2019

Returning officers' Memo 9 - 2019 school trustee triennial elections

Kia ora,

Nominations are almost closed!

Nominations must be closed at **noon 14 days prior to the election date**. For those using the common election date nominations must be closed **at noon Friday 24 May 2019**.

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 8](#) we looked at:

- Entering the number of nominations received on the [trustee election website](#)
- Updating your board chair on the number of nominations received.

Count the number of nominations

Once nominations are closed you need to take the following steps:

1. Count the final number of nominations received.
2. Make sure that you update the number of nominations on the [trustee election website](#) and
3. Inform your board chair of the number of nominations
4. If you have more than the number of positions advertised, a voting election must be held.

Any nominations received after nominations are closed are invalid.

For more information on receiving nominations see:

- [Returning Officers' Handbook 2019-2022](#) page 13
- [Nomination FAQs](#).

Preparing voting papers

If your school is using the common election date of Friday 7 June 2019, voting papers must be posted or personally delivered to all people on the electoral roll by **Wednesday 29 May 2019**. Please note that voting papers cannot be emailed.

In addition to the voting paper, you must include any candidate statements (if provided by candidate/s before the close of nominations), a return envelope, and we advise including a cover letter. A sample voting cover letter can be seen on page 20 of the [Returning Officers' Handbook 2019-2022](#) or can be downloaded from the [trustee elections website](#).

For staff representative elections, you have the option of posting or personally delivering the voting forms, or you may invite staff to pick up the voting papers from you instead, so long as you give clear instructions on how they are to return the paper. If you use a ballot box, it must be secure and stored away each night.

For more information on preparing the voting papers see the [voting FAQs](#) on the trustee election website.

No voting election required?

If you have received nominations equal to, or fewer than, the number of positions available (but not less than three nominations, except in certain circumstances), you can promptly declare all candidates elected.

Page 22 of the [Returning Officers' Handbook 2019-2022](#) has a sample parent election results declaration which you can use to declare the results. This declaration is also available on the [trustee election website](#).

When no voting election is needed, the key dates for boards using the common election date of 7 June 2019 are:

- Date nominations close: noon 24 May 2019
- Date returning officer declares nominees elected: after noon 24 May 2019
- New board takes office: 31 May 2019.

Not enough nominations?

If you received less than 3 valid nominations, you need to inform your chair so that they can contact [NZSTA](#) for further advice.

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

