



# Elections update

24 April 2019

## Returning officers' Memo 5 - 2019 school trustee triennial elections

Kia ora,

In returning officer [memo 4](#) we looked at:

- Registering and logging into the trustee election website
- Promoting the elections

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 (do not include the staff representative position)
- 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.

### Sample parent election notice for combined advertisement

Several boards may wish to place a combined notice in their local newspaper calling for nominations. It is important to ensure the notice contains all the required information for each board's election. A sample parent election notice for combined advertisement can be accessed on the [Trustee Elections website](#).

### Postage options

Posting nomination and voting forms is an important responsibility of the returning officer. In addition to NZ Post, DX Mail provides a national and international postal service. To use its service, call 0800 800 230 to open an account or visit [www.dxmail.co.nz](#).

Please note that election regulations require that nomination and voting forms must be posted or personally delivered, as detailed in the [Returning Officers' Handbook 2019-2022](#). If you email out nomination forms your election could be invalidated.

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

Kind regards,

NZSTA Elections Team

