



Elections update

27 March 2019

Returning officers' Memo 1 - 2019 School Trustee Triennial Elections

Kia ora,

Welcome, we are pleased to have you on board for the 2019 triennial school trustee elections! As the returning officer for the elections, you are responsible for running the election process at your school(s). We will be sending a number of memos between now and the end of the elections to support you in running a successful election process.

As a returning officer, you should confirm that:

- your school has a valid election date;
- you know the number of positions to be filled;
- you are familiar with the election process outlined in the Returning Officer Handbook; and that
- your school's parent electoral role is accurate.

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.

Returning Officers' Handbook 2019-2022

The updated Returning Officers' Handbook 2019-2022 is now available on the Trustee Election website [here](#). You should have also received a hard copy.

Key dates

Outlined below are the key dates for the 2019 triennial school trustee elections when using the recommended election date of Friday 7 June 2019.

Event	Date
Select Returning Officer by	Wednesday 1 May 2019
Close Main Roll	Noon Wednesday 8 May 2019
Call for Nominations by	Friday 10 May 2019
Close Supplementary Roll	Noon Wednesday 22 May 2019
Nominations Close	Noon Friday 24 May 2019
Voting Papers Sent by	Wednesday 29 May 2019
Election Day (voting closes)	Noon Friday 7 June 2019
Count Votes	Thursday 13 June 2019
Board Takes Office	Friday 14 June 2019

Have you got the right election day?

The recommended election date is Friday 7 June 2019. Boards can choose an alternative election date, but it must fall within the range of dates advised by the Ministry of Education: 17 May to 21 June 2019. Use the [election planner tool](#) to determine the required election timetable.

Returning officer log-in

If you have not already done so, [log-in](#) to the trustee elections website using the details you received when you initially registered and enter the agreed election date and the number of parent representative positions to be filled. Please remember to continually update on the website the number of nominations received during the election process.

Please note that we recently updated the trustee elections website along with the returning officer password. An email was sent to you on 25 February advising of the new details. If you are already registered, but unable to log in, please contact NZSTA Elections team.

Returning officer payment

The Ministry of Education provides funding for boards of trustees to hold their triennial and mid-term trustee elections. Out of this comes the returning officer's payment. The actual amount is for your school's board to decide. NZSTA recommends the fee is calculated on the basis of 50% of the school's base election funding for 2019, plus 25% of the per-student amount.

Election funding 2019:

	Funding (GST excl)	Funding (GST incl)
Base Rate	\$620.12	\$713.14
Per-Student Rate	\$7.09	\$8.16
Per-Student Rate (<i>Intermediate Schools only</i>)	\$10.62	\$12.22

For more information on funding see the [Ministry of Education website](#).

Contact the NZSTA Elections Team

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

- [Trustee election website](#)
- NZSTA Elections line 0800 ELECTIONS (0800 353 284)
- NZSTA email support electionsadvise@nzsta.org.nz

Kind regards,

NZSTA Elections Team

