

1 May 2019

## Returning officers' Memo 6 - 2019 triennial school trustee elections

Kia ora,

In returning officer [memo 5](#) we looked at:

- The parent election notice for combined advertisement
- Postage options

### Register on [trustee-election.co.nz](http://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.

### Preparing the electoral roll

You should now be well underway with preparing the parent and staff electoral rolls. For more information on how to prepare the electoral rolls refer to:

- Pages 8-11 of the [Returning Officers' Handbook 2019-2022](#)
- [Returning officers' online module 2 - preparing the electoral rolls](#)
- Returning officer [memo 3](#)
- [FAQs - The roll](#)

### Notice that the roll is open for inspection

Once the roll has been prepared, the returning officer must ensure that the roll is available for inspection at any reasonable time before election day. You could put a notice in the school newsletter with details of where and when parents/caregivers/guardians can inspect the roll to ensure the school community is informed.

Note: when the roll is available for inspection, no addresses should be visible.

### Closing the electoral roll

For schools using the common election date of 7 June 2019 the main electoral roll closes at **noon on 8 May**

**2019.**

### **Supplementary roll**

If any parents/caregivers/guardians become eligible to vote after the closing of the parent electoral roll, you may open a supplementary roll (for example parents of a student newly enrolled at the school or parents who were left off the main roll in error). Any notices you give to those on the main roll must also be provided to those on the supplementary roll. This roll closes 14 days after the main roll closes. If your board is using the common election date of 7 June 2019 this will be **noon on 22 May 2019**.

### **Calling for nominations**

If your board is using the common election date of 7 June 2019, then **10 May 2019** is the date by which the returning officer must have called for nominations. It is fine to do this earlier than the deadline date. You call for nominations in two ways:

- A [nomination form](#) together with a notice must be posted or personally delivered to everyone on the electoral roll. (See sample [nomination cover notice](#)); and
- A notice calling for nominations must be placed in a newspaper circulating in the area of the school (see sample [parent election notice](#)).

Please note that nomination forms cannot be emailed. 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 [electionsadvise@nzsta.org.nz](mailto:electionsadvise@nzsta.org.nz)

Kind regards,

NZSTA Elections Team

