

1 May 2019

## Memo 7: 2019 School trustee triennial elections

Kia ora,

### **Deadline for appointing a returning officer is now!**

If you have not yet appointed a returning officer please remember that you must do so **37 days prior to the election date**. For those using the common election date a returning officer must be **appointed by today, Wednesday 1 May 2019**.

According to our records, around 156 schools do not have a registered returning officer. If you have appointed a returning officer, please remind them to register on the [trustee election website](#) so that NZSTA has their details and can communicate with them throughout the election process.

If you have not appointed a returning officer, please call 0800 353 284 urgently to discuss the steps to take.

### **Nominations**

For boards using the common election date of 7 June 2019 nominations **close at noon on 24 May 2019**.

Chairs should keep in touch with their returning officer to monitor the number of nominations received. Please also remind your returning officer to update the trustee election website as soon as they receive valid nominations.

### **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 election website](#).

### **Be aware of postal service delivery timeframes**

Talk to your returning officer about postal delivery timeframes in your region and the impact on nomination and voting forms arriving back to the specified address. Make sure you communicate the timeframes to parents, guardians and caregivers when discussing the elections. You may like to put this message in school newsletters and emails.

Please note that nomination forms cannot be emailed. If you email out nomination forms your

election could be invalidated.

### **Promoting the elections**

Boards are responsible for promoting the elections. There are plenty of ideas in the [election planner](#) for ways to promote the elections and encourage people to stand. Some of these ideas are:

- Display election materials around the school
- Include the elections as a topic in outgoing school newsletters and emails
- Hold evenings and invite prospective trustees to hear about your board and its role
- Shoulder tap people to encourage them to stand for election
- Remind people of the nominations deadline
- Remind people that when posting nomination forms they need to consider postal delivery schedules
- Encourage staff members to talk to parents at the school.

### **What happens if a board does not receive enough nominations?**

If there are insufficient nominations to form a board the returning officer should promptly advise the 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 [electionsadvise@nzsta.org.nz](mailto:electionsadvise@nzsta.org.nz)

Kind Regards,

NZSTA Elections Team

