9 May 2019

Returning officers' Memo 7 - 2019 school trustee triennial elections

Kia ora,

Deadline: It's time for nominations!
If you are using the common election date of Friday 7 June 2019, then you must have called for nominations by Friday **10 May 2019**. It is fine to do this earlier than the deadline date.

In returning officer memo 6 we looked at:

- Preparing the electoral roll
- Notice that the roll is open for inspection
- Supplementary roll
- Calling for nominations.

How to get enough nominations
The board is responsible for promoting the elections and encouraging parents/caregivers and the wider community to step forward for our schools and nominate themselves or someone they know to be a school trustee.

It is important that you regularly update your board chair on the nominations received. You must also make it clear to your board chair if it looks like you won't receive enough nominations to fill the positions available. This will then enable the board to take actions to encourage more nominations before nominations close.

Please note that the trustee election website has recently been updated to include the nomination and voting forms and cover notices in English, Te Reo, Samoan, Tongan, Simplified Chinese and Tagalog (Filipino).

Valid nominations
When a nomination form is filled in, the candidate declares their eligibility on the nomination form. It is not the responsibility of the returning officer to check this eligibility. It is the responsibility of the returning officer to check that the form is filled in correctly. If there are errors, make sure you advise the nominee/nominator and allow them to correct the error or fill in any gaps before nominations close.

Any nomination that is filled in correctly and is received before noon on the closing day for nominations is valid.

Display the nominations
One of your roles as a returning officer is to make the names (but not the contact details) of nominees available for inspection. You should do this at the school where it can be publicly viewed, for example on a noticeboard.

Candidate statements
Most nominations received will have an attached candidate statement. Candidates are advised to keep this brief (up to 400 words). You can edit this if necessary but remember you have to remain impartial and retain some core information. More information on candidate statements can be found on page 16 of the Returning Officers' Handbook 2019-2022.

Update number of nominations received on www.trustee-election.co.nz
As you receive nominations you should also log into the trustee election website to update the number of nominations received.

Closing the nominations
If you are using the common election date of 7 June 2019, then you **must** close nominations at **noon on Friday 24 May 2019**. Any nominations received after this time are invalid. Count the number of valid nominations received and, if you have more than the number of available positions, a vote must be held.

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 electionsadvice@nzsta.org.nz

Kind Regards,

NZSTA Elections Team

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