
02 April 2019

Returning officers' Memo 2 - 2019 School Trustee Triennial Elections

Kia ora,

Returning officer registration

Register on our website [here](#) to access returning officer resources that you will need to run this year's elections.

Entering your school's election information

After you register, it is important that you log in and 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
- the number of nominations (enter these as they are received – please enter 0 until then)

This information helps NZSTA to provide assistance to boards and returning officers.

Preparation and training

Once you are appointed as a returning officer, you should refer to the following resources on our website to familiarise yourself with the role:

- [Returning Officers' Handbook 2019-2022](#)
- [Returning officer online modules](#) - these five 10-minute modules will give you an overview of the roles and the duties involved
- [FAQs](#).

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. 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.

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

We value your feedback

The NZSTA election team would like to ensure you feel well supported in preparing for the 2019 triennial elections. We would like to invite you to complete a short two-question survey to assess if there is any need for other forms of training.

Click on the link below to take this one minute survey.

[Take the survey](#)

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.

Kind regards,

NZSTA Elections Team

