

30 September 2020

2020 parent trustee mid-term elections Board Chair and Principals Memo 7

Kia ora,

In [memo 6](#) we looked at:

- Appointing a returning officer
- Promoting the elections
- Election resources (including resource translations)

This memo provides advice on:

- Nominations
- Postal service delivery timeframes
- Promoting the elections
- What happens if a board does not receive enough nominations?

Deadline for appointing a returning officer is now!

If you have not yet appointed a returning officer please remember that you must do so **63 days prior to the election date**. For those using the recommended election date a returning officer must be **appointed by Friday 2 October 2020**.

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 you need to take.

Nominations

For boards using the recommended election date of 4 December 2020, nominations must be called for by **Sunday 11 October 2020** and **close at noon on Sunday 1 November 2020**.

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 elections website](#) as soon as they receive valid nominations.

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, emails, texts, on your school Facebook page or any other means that you use to communicate with your school community.

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
- Encourage prospective trustees to attend a Kōrari session to find out more about becoming a trustee – you can book into these free workshops [here](#)
- Shoulder tap people to encourage them to stand for election
- Remind people of the nomination deadline
- Remind people that if they are 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 www.trustee-election.co.nz
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email electionsadvic@nzsta.org.nz

Kind regards,

NZSTA Elections Team