



Elections update

1 September 2020

2020 school trustee mid-term and student elections Returning officers' Memo 1

Kia ora,

Welcome, we are pleased to have you on board for the 2020 mid-term school trustee elections! As a returning officer for the elections, you are responsible for running the election process at your school(s). We will be sending several memos between now and the end of the elections to support you in running a successful election process.

As a returning officer, you should confirm that:

- your school has a valid election date;
- you know the number of positions to be filled;
- you are familiar with the election process outlined in the [Returning Officers' Handbook](#); and that
- your school's parent electoral roll is accurate.

Returning Officers' Handbook 2019 – 2022

Copies of the Returning Officers' Handbook 2019-2022 were sent to schools prior to the 2019 triennial elections. You can also access it on the [trustee election website](#). Please note that we are in the process of creating an amendment to this handbook to cover the updated [regulations](#). We will upload the amendment to the trustee election website as soon as it is available and will also notify you via a memo.

Mid-term 2020 election date

The recommended election date is **Friday 4 December 2020**.

If your school chooses to use this date, the following table gives you all the key dates you need to meet.

Event	Date
Select Returning Officer by	Friday 2 October 2020
Close Main Roll	Noon Friday 9 October 2020
Call for Nominations by	Sunday 11 October 2020
Close Supplementary Roll	Noon Friday 30 October 2020
Nominations Close	Noon Sunday 1 November 2020
Voting Papers issued by	Friday 6 November 2020
Election Day (voting closes)	4pm Friday 4 December 2020
Accept postal votes	Wednesday 9 December 2020
Count Votes	Thursday 10 December 2020
Board Takes Office	Friday 11 December 2020

If your school had a May 2019 triennial election date, the recommended date for your mid-term election is **Friday 27 November 2020**. Please use our [election planner tool](#) to calculate the election timeline for your school if you are using this date, or any other date.

Update your 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.

Returning officer payment

The Ministry of Education provides funding for boards of trustees to hold their triennial and mid-term trustee elections. Out of this comes the returning officer's payment. The actual amount of the Returning officer's fee is for your school's board to decide. NZSTA recommends the fee is calculated on the basis of 50% of the school's base election funding for 2020, plus 25% of the per-student amount.

Election funding 2020:

	Funding (GST excl)	Funding (GST incl)
Base Rate	\$631.29	\$725.98
Per-Student Rate	\$7.23	\$8.31
Per-Student Rate (<i>Intermediate Schools only</i>)	\$10.82	\$12.44

For more information on funding see the [Ministry of Education 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 (www.trustee-election.co.nz) and pass this email update on to them.

Contact the NZSTA Elections Team

Our team is here to support you and your board during the trustee elections:

- Trustee elections website www.trustee-election.co.nz/returning-officers
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email electionsadvic@nzsta.org.nz

Kind regards,

NZSTA Elections Team

