

23 October 2020

2020 parent trustee mid-term elections Returning Officers' Memo 8

Kia ora,

Nominations are closing soon!

Nominations must close at **noon 33 days prior to the election date**. For those using the recommended election date of Friday 4 December 2020, nominations must close **at noon on Sunday 1 November 2020**.

Please remember to update your nomination information on the trustee election website [here](#). To do this you will need to:

1. Enter your returning officer ID
2. Click submit
3. Enter the number of nominations received
4. Click update
5. Make sure you see the message "The record has been saved successfully"

In the Returning Officer [memo 7](#) we looked at:

- Nomination updates

If this is the first memo that you have received since registering as a Returning Officer for the 2020 mid-term elections, please read the previous memos on our [trustee election website](#).

This memo provides advice on:

- Closing nominations
- Preparing voting papers
- 'No voting' election required
- Concerns about insufficient nominations

Closing nominations

For schools using the recommended election date of Friday 4 December 2020 the closing day for nominations is a **Sunday, which means the school will not be open**. Ensure the board is aware of this so they can encourage people to get their nominations in early and think about providing an alternative method, such as email, for sending nominations over the weekend.

Once nominations are closed you need to take the following steps:

1. Count the final number of valid nominations received - you should check the validity of nominations as soon as you have received them to give the candidate time to fix any errors before nominations close.
2. Make sure that you update the number of nominations on the [trustee election website](#)
3. Inform your board chair of the number of nominations
4. If you have more than the number of positions advertised, a voting election must be held.

Any nominations received after nominations close are invalid.

For more information on receiving nominations see:

- [Returning Officers' Handbook 2019-2022](#)
- [Nomination FAQs](#).

Preparing voting papers

If your school is using the recommended election date of Friday 4 December 2020, voting papers must be issued to all people on the electoral roll by **Friday 6 November 2020**. You can find the voting form on the [trustee election website](#).

In addition to the voting paper, you must include any candidate statements (if provided by candidate/s before the close of nominations), a return envelope (which voters may choose to use), and we advise including a cover letter. A sample voting cover letter can be downloaded from the [trustee elections website](#).

For more information on preparing the voting papers see the [voting FAQs](#) on the trustee election website.

'No voting' election required

If you have received nominations equal to, or fewer than, the number of positions available you can declare all candidates elected.

You can find a sample declaration of parent representative election results on the [trustee election website](#).

When a voting election is not needed, the key dates for boards using the recommended election date of 4 December 2020 are:

- Date nominations close: noon on Sunday 1 November 2020
- Date returning officer declares nominees elected: after noon Sunday 1 November 2020
- New board takes office: Sunday 8 November 2020.

Concerns about insufficient nominations

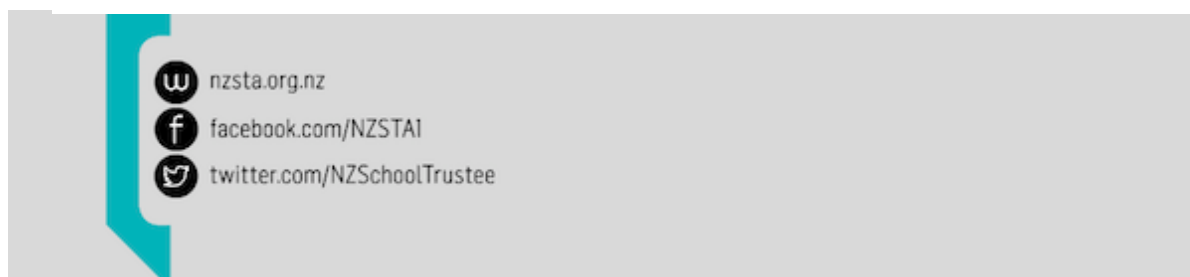
If you are concerned about not getting enough nominations, here is some information that you may find useful to confirm if you have enough nominations:

- If you have no nominations, you need to contact [NZSTA](#) for further advice.
- If there is one or more valid nomination AND this is FEWER than the number of positions advertised, you can declare all candidates elected
 - The remaining positions that have not been filled will be casual vacancies. The incoming board must fill these vacancies with a by-election or by selection (if the board is able to do this).

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



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