

28 October 2020

## 2020 parent trustee mid-term elections Returning Officers' Memo 9

Kia ora,

### **Only a few days left for nominations!**

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 8](#) we looked at:

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

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:

- Issuing voting papers
- Delivery of voting papers

### **Issue your voting papers now**

Voting papers must be issued at least **28 days before the election day**. For schools using the common election date of **Friday 4 December 2020** they must be issued by **Friday 6 November 2020**.

### **Delivery of voting papers**

Returning officers may like to contact NZ Post to advise them of the volumes of voting papers that will be posted and the importance of prompt delivery.

Returning officers should double-check addresses to ensure that all voting papers are delivered to the correct address the first time to avoid delays.

Hand delivery of voting papers back to the school ballot box/returning officer should be encouraged.

If someone has lost or damaged their voting paper, it is your decision whether you provide a replacement.

### 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](http://www.trustee-election.co.nz/returning-officers)
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email [electionsadvic@nzsta.org.nz](mailto:electionsadvic@nzsta.org.nz)

Kind regards,

NZSTA Elections Team