

8 October 2020

## 2020 parent trustee mid-term elections Returning Officers' Memo 6

Kia ora,

### **Deadline: It's time for nominations!**

If you are using the recommended election date of Friday 4 December 2020, then you must call for nominations by **Sunday 11 October 2020**. It is fine to do this earlier than the deadline date.

In the Returning Officer [memo 5](#) we looked at:

- Updating your election information
- Preparing the electoral roll
- Notifying the school community that the roll is open for viewing

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:

- Calling for nominations
- How to get enough nominations
- Valid nominations
- Displaying nominations
- Candidate statements
- Updating nominations received on [www.trustee-election.co.nz](http://www.trustee-election.co.nz)
- Closing the nominations

### **Calling for nominations**

Please note that the nomination and voting [forms](#) and [notices](#) have recently been updated on the trustee election website for the updated legislation.

The list of people who are not eligible to be school board members is no longer included on the nomination form. We have created this list as a separate [PDF](#) so that you can send this with the nomination form, to ensure potential candidates are aware of these criteria before declaring their eligibility.

### **How to get enough nominations**

The board is responsible for promoting the elections and encouraging parents/caregivers and the wider community to step forward for our schools and nominate themselves or someone they know to be a school board member.

It is important that you regularly update your board chair on the nominations received. You must also make it clear to your board chair if it looks like you will not receive enough nominations to fill the positions available. This will then enable the board to take actions to encourage more nominations before nominations close.

### **Valid nominations**

When a nomination form is filled in, the candidate declares their eligibility on the nomination form.

It is not the responsibility of the returning officer to check this eligibility. It is the responsibility of the returning officer to check that the form is filled in correctly. If there are errors, make sure you advise the nominee/nominator and allow them to correct the error or fill in any gaps before nominations close.

Any nomination that is filled in correctly and is received before noon on the closing day for nominations is valid.

### Displaying the nominations

One of your roles as a returning officer is to make the names (but not the contact details) of nominees available for viewing. You should do this at the school where it can be publicly viewed, for example on a noticeboard.

### Candidate statements

Most nominations received will have an attached candidate statement. Candidates are advised to keep this brief (up to 400 words). You can edit this if necessary but remember you must remain impartial and retain the core information. More information on candidate statements can be found on page 16 of the [Returning Officers' Handbook 2019-2022](#).

### Update number of nominations received on [www.trustee-election.co.nz](http://www.trustee-election.co.nz)

As you receive nominations you should also log into the [trustee election website](http://www.trustee-election.co.nz) to update the number of nominations received. This will help us to support you through the election process.

### Closing the nominations

If you are using the recommended election date of 4 December 2020, then you **must** close nominations at **noon on Sunday 1 November 2020**. Any nominations received after this time are invalid. Count the number of valid nominations received and, if you have more than the number of available positions then a voting election must be held .

It is important to highlight to your community that the closing day for nominations is a **Sunday, which means the school will not be open**. Try to encourage people to get their nominations in early and think about providing an alternative method, such as email, for sending nominations over the weekend.

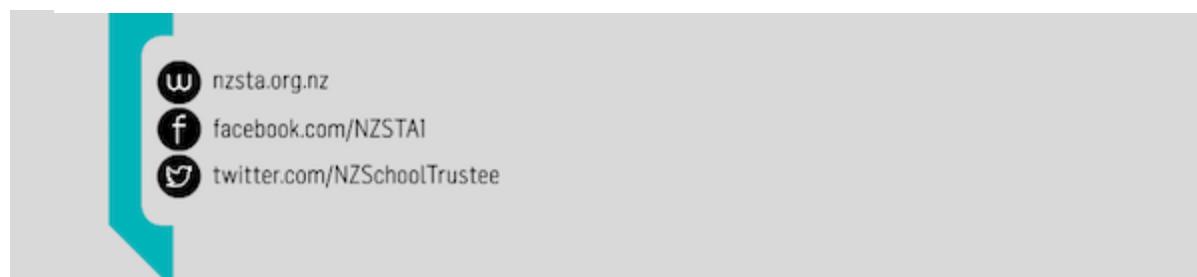
### Are you a board chair receiving this email?

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](http://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](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



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