



# Elections update

17 September 2020

## 2020 parent trustee mid-term elections Returning Officers' Memo 3

Kia ora,

In the Returning Officer [memo 2](#) we looked at:

- Election preparation
- Training

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:

- Updating your school's election information on the trustee election website
- Resources that have been updated due to the changes to the school board election regulations and the new Education and Training Act
- Working out the parent electoral (voting) roll
- Election deadlines in the school holidays

### Update your election information

It is important that you 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 will help us to help you and your board during the elections.

### Updated resources

We have recently done quite a few updates to the [trustee election website](#) in order to align with the new [Education and Training Act](#) and [Education \(Board Elections\) Regulations](#). These include:

- An amendment to the [Returning Officers' Handbook](#)
- Updated [Returning officer training modules](#)
- Updated [Cover Notices, Letters and Declarations](#)
- Updated [FAQs](#)

### Working out the parent electoral (voting) roll

Ensuring the parent electoral roll is accurate is one of the first tasks of the returning officer. With so many blended families this can be difficult, especially in larger schools.

For stand-alone intermediate schools, please also remember that parents of students enrolled in year 6 at nearby years 1-6 (contributing) primary schools, who are likely to be enrolled as a full-time student at your school in 2021, are eligible to participate in your 2020 parent election.

If you are a returning officer who does not work at the school, you should discuss with the board chair the importance of having a staff member, who works in the school office, assigned to work with you. The staff member should provide you with roll information to ensure you compile an accurate electoral roll. They can also continue to provide you with the contact details of parents of newly enrolled students. These will be added to your roll, or supplementary roll, and information sent to them.

More information can be found on Page 9 of the [Returning Officers' Handbook 2019-2022](#).

### **Election deadlines in the school holidays**

Please be aware that for most schools the deadlines for closing the electoral roll and calling for nominations fall within the school holidays. We will still be sending out these memos throughout the school holidays to take you through the process. Before Term 3 ends you will need to make sure that you are organised to be able to complete these key election tasks during the school holidays.

### **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

