

# 2020 BOARD OF TRUSTEES ELECTION

## School: Matua School MOE School Profile Number: 1820

Nominations are invited for the election of 2 parent representatives to the Board of Trustees.

There are two ways to put forward a nomination for your school Board of Trustees. You can either use our school Election Portal or send completed documentation directly to CES via email or post.

### **OPTION 1 - SCHOOL ELECTION PORTAL**

We have created a school specific Election Portal for you to enter your nomination, provide a Candidate Statement submit a photograph.

To access the portal please go to:  
[WWW.BOARDELECTIONS.NZ](http://WWW.BOARDELECTIONS.NZ)

Enter your school's name and then follow the easy instructions to register your nomination.

### **OPTION 2 – EMAIL, POST OR DELIVERED TO SCHOOL**

Please use the following instructions for submitting both your Nomination Form and Candidate Statement. Note the email and postal address below.

#### **Nomination Form**

We have enclosed a Nomination Form to enable you to put your name forward, or to nominate someone as a candidate.

- Complete the Nomination Form, including the necessary signatures.
- Complete the candidate's contact details, including both address and telephone number (home and mobile).

#### **Candidate Statement**

As a candidate, you are invited to submit a brief (up to 400 words) statement.

- Ensure you include the MOE School Profile Number and your school's name.
- Commence your profile by stating "My name is ----- and I am standing for the ----- School Board."
- *We will omit or abridge any Candidate Statement that exceeds 400 words.*

Nominations close at **12 noon on Sunday 1<sup>st</sup> November 2020**. Nomination Forms and any Candidate Statements must be in the hands of the Returning Officer by this time. Please be aware of NZ Post timeframes if posting documents. **Late Nomination Forms and Candidate Statements will not be accepted.**

**It is the candidate's responsibility to ensure the Nomination Form and Candidate Statement are received by CES. To confirm this, please phone the Returning Officer Team on (03) 338 4444.**

#### **DELIVERED TO SCHOOL, EMAIL OR POST ALL DOCUMENTS TO THE RETURNING OFFICER:**

[returningofficer@cessl.org.nz](mailto:returningofficer@cessl.org.nz)

Returning Officer Team, PO Box 414, CHRISTCHURCH 8140

Returning Officer Team: (03) 338 4444

*We cannot utilise photographs if you submit your Nomination Form and Candidate Statement by email or post. If your Nomination Form and Candidate Statement are posted, CES will format in your information. Accordingly, if CES is required to format a profile, we take no responsibility and assume no liability for final content. Nomination Forms and Candidate Statements are your responsibility if you don't use the CES Election Portal.*

*CES takes no responsibility for Nomination Forms and Candidate Statements not received if the above guidelines are not followed. If a Candidate Statement is not received by 12 noon on Sunday 1<sup>st</sup> November 2020, the statement will not be sent to voters with the Voting Paper.*

#### **VOTING ROLL**

A copy of the voting roll is available for inspection at the school office during normal school hours.

#### **ELIGIBILITY**

Anyone may stand for election for the Board of Trustees. However, if you are not a parent of the school, a parent who is on the voting roll must nominate you. **If you are a school staff member then you cannot stand as a parent representative.** Please check the eligibility conditions on the reverse of the Nomination Form.

#### **VOTING AND RESULTS OF THE ELECTION**

If the number of nominees is the same as, or less than, the number of vacancies then the nominees will be declared elected and no election will be required. If there are more nominations than vacancies for Parent Representatives, eligible voters will be posted Voting Papers and Candidate's Statements (where provided) by Friday 6<sup>th</sup> November 2020.

Voting closes at 4pm on Friday 4<sup>th</sup> December 2020. As per statutory requirements, vote counting will commence on Thursday 10<sup>th</sup> December 2020. The highest polling candidate(s) will be elected to the Board of Trustees. The results of the election will be published in the school newsletters. Nomination Forms are available in Māori, please contact CES if these are required.

**Election results will be placed on your school portal: [WWW.BOARDELECTIONS.NZ](http://WWW.BOARDELECTIONS.NZ) on Thursday 10<sup>th</sup> December 2020 at 1PM.**