

School Board Elections **Returning Officer Service 2022**



CES is New Zealand's leading returning officer service for schools. Triennial elections take place next year, and **we now offer two options:** **CES manages your school's election** process from start to finish. Or, **you organise your own election** with the support of CES technology. Contact us now for more details ...

Request a quote now!: contact Wayne@cessl.org.nz

CES has conducted over 1000 school BOT elections during the last 12 years. Our skilful staff have an implicit understanding of the process.

Option A: CES returning officer service - we undertake every aspect of the election

Our returning officer will work closely with your school's designated staff member to administer parent/student/staff elections and gather and tabulate the results. We will:

- prepare a time-line for the election/s;
- call for nominations by distributing nomination forms
- create a website to receive nominations;
- prepare advertisements and flyers for circulation;
- prepare rolls of parents/caregivers and staff;
- liaise with staff who are eligible for both staff and parent rolls;
- receive and check nominations and candidates' statements
- distribute voting papers and reply envelopes;
- monitor the electoral process, count/tally votes;
- declare and advertise the final election results, notify the school;
- complete documentation for the Ministry of Education;
- file the election results with the District Court.

Option B: Your school runs its own election with the support of CES digital technology

- create a website to receive nominations;
- CES technology makes the process faster and more transparent;
- your school is set-up with a unique website-based portal where candidates can upload their nominations, profiles and photos. You can see into the portal to track progress and download pre-populated forms for the election process

What our clients say ...

"Many thanks in helping us achieve a great outcome for this year's election. Our principal is really keen on going fully digital next time."

Erina Thomsen, Office Administrator
Heretaunga Intermediate School

"As a new Principal I found your service incredibly helpful. Our community also felt reassured that the process was transparent."

Brenda Martin, Principal
Wesley Primary School

"You have been exceptional every step of the way, guiding me and helping with my questions."

Pauline Thomson, Office Manager
Mt Albert Primary School

"I really felt like I had very little to do as it was all so perfectly run at your end."

Michele Stephens, Principal's PA
St Martins School

"Huge thanks to Wayne and your team as we had a lot of issues which you sorted really well."

Viv MacArthur, Administration
Chanel College

"The service provided was great, clear and timely ... and the portal worked well also."

Steve Wheeler, Principal
St Patrick's School

"Thank you for the efficient, seamless way in which you ran the election."

Donna MacMenigall, PA to the Principal
Auckland Girls' Grammar School

Now is the time to ask Wayne for a no-obligation quotation

☐ **Option A:** We are interested in CES undertaking the full election process for us

☐ **Option B:** We are interested in using CES technology to help us to run our election

School

Contact

Position

Postal Address

Phone Mobile

Email

School Roll

For more information contact Wayne: free phone 0800 205 267 or wayne@cessl.org.nz
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