

# 2020 BOARD OF TRUSTEES ELECTION

## School: St Martins School MOE School Profile Number: 3534

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.**

# ELECTION NOMINATION FORM

**Parent representative / Staff representative / Student representative (circle one)**

**School Name** St Martins School (please print)

**School Profile Number** 3534

**Name of person being nominated** \_\_\_\_\_

**Contact details of person being nominated** \_\_\_\_\_

I declare that I have read and understand the ineligibility criteria for school trustees, under section 103 of the Education Act 1989 (ineligibility criteria are on the reverse of this page), and declare that I am eligible to become a trustee. I hereby consent to the above nomination and declare that all other information that I have listed on this form is true and correct.

Dated \_\_ / \_\_ / 20\_\_

\_\_\_\_\_  
(Signature of Candidate)

**Name, address and phone number of person making nomination** \_\_\_\_\_

**Signature of person making nomination** \_\_\_\_\_

**NOTE:** Unless the person making the nomination is on the roll for the election, the nomination is invalid.

This nomination paper should be posted or delivered to the Returning Officer PO BOX 414,  
CHRISTCHURCH 8140

**so that it is received no later than noon on** 1<sup>st</sup> November 2020

*For statistical purposes only, persons being nominated are requested to complete the following*

1. Gender: Female / Male (circle one)
2. Previous experience of candidates, are you: (tick one)
  - a current member standing for re-election
  - a current co-opted or appointed member of any school board of trustees standing for election
  - a person who has not previously been a member of any school board
  - not a current member but have previously been a member of a school board
3. Ethnicity: Which ethnic group or groups do you identify with? (tick up to two boxes)
 

<input type="checkbox"/> NZ Māori	<input type="checkbox"/> Other
<input type="checkbox"/> Pasifika	<input type="checkbox"/> European
<input type="checkbox"/> Asian	<input type="checkbox"/> NZ European/ Pakeha

**Section 103 of the Education Act 1989 lists the categories of persons who are not eligible to be elected, appointed or co-opted as trustees. The list is set out below.**

A person who:

- is an undischarged bankrupt; or
- is prohibited from being a director or promoter of, or being concerned or taking part in the management of, a company under sections 382, 383 or 385 of the Companies Act 1993; or
- is a permanently appointed member of the Board staff, unless they are standing for election as a staff representative; or
- contracts or sub-contracts with the Board without the approval of the Secretary of Education and receives payments exceeding \$25,000 in any financial year (this provision is set out in section 103A of the Education Act). This would also cover situations where a person has a 10% or more shareholding in the contracting company or a company that controls the contracting company; or
- is subject to a property order under the Protection of Personal and Property Rights Act 1988; or
- is a person in respect of whom a personal order has been made under that Act that either the person is not competent to manage his or her own property affairs, or does not have the capacity to communicate/make decisions relating to his/her welfare/personal care; or
- is a person who has been convicted of an offence punishable by imprisonment for 2 years or more, or who has been sentenced to imprisonment for any other offence, unless that person has obtained a pardon, served the sentence, or otherwise suffered the penalty imposed on the person; or
- is not a New Zealand citizen, and is –
  - a person to whom section 15 or 16 of the Immigration Act 2009 applies; or
  - a person obliged, by or pursuant to that Act, to leave New Zealand immediately or within a specified time, being a time that was less than 12 months; or
  - deemed for the purposes of that Act to be in New Zealand unlawfully.

No person who has been appointed returning officer for an election of trustees is eligible to be nominated as a candidate in the election.

A student representative is a student (other than an adult student) enrolled full-time in year 9 or above at a school administered by the Board.

**Section 103B Requirements before Appointment**

Before a person is elected, co-opted, or appointed as a trustee, the person must confirm to the governing board that he or she is, to the best of his or her knowledge, eligible to be a trustee, having regard to the grounds of ineligibility in section 103.

**Please note:** This information has been prepared as general advice and it is not intended to be legal advice in relation to any specific circumstances.

**For more information about persons ineligible to be trustees,  
refer to section 103 of the Education Act 1989, or call:**

**NZSTA Helpdesk 0800 782 435**