

2023 SCHOOL BOARD MID-TERM ELECTION

School: Howick College MOE School Profile Number: 87

Nominations are invited for the election of **THREE** parent representatives to the School Board.

There are two ways to put forward a nomination for your school Board. 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 and submit a photograph.

To access the portal please go to:

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 350 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 350 words.*

Nominations close at **12 noon on Wednesday 11th October 2023**. 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

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 type in your information. Accordingly, if CES is required to type 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 Wednesday 11th October 2023**, 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 School Board. 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 sent Voting Papers and Candidate's Statements (where provided) by Wednesday 18th October 2023 by email where valid e-mail addresses are available or by post where there is no valid e mail address.

Voting closes at 4pm on Wednesday 15th November 2023. As per statutory requirements, vote counting will commence on Tuesday 21st November 2023. The highest polling candidate(s) will be elected to the School Board. The results of the election will be published in the school newsletter. Nomination Forms are available in Maori, please contact CES if these are required.

Election results will be placed on your school portal: WWW.BOARDELECTIONS.NZ on Tuesday 21st November 2023 at 1PM.

School Board Election NOMINATION FORM

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

School Name	Howick College
School profile Number	87

This nomination paper should be emailed to returningofficer@cessl.org.nz or posted to the Returning Officer at CES, Po Box 414, Christchurch or hand delivered to **the school Office** so that it is received no later than **noon on Wednesday 11th October 2023** (date nominations close)

We will assume by signing this document that you have read our nomination cover letter for your school and understand your role in providing candidate statements before nominations close. Candidate statements are your responsibility not CES. No late statements will be accepted.

Nominator Details

Full Name	
Address/Email	
Phone	
Signature	

NOTE: The nominator must be on the roll for the election, otherwise the nomination is invalid.

Candidate details

Full Name	
Email	
Phone	

Candidate declaration of eligibility

I declare that I have read and understand the ineligibility criteria for school board members, under clauses 9 and 10 of Schedule 23 of the Education and Training Act 2020, and declare that I am eligible to become a board member. I hereby consent to the above nomination and declare that all other information that I have listed on this form is true and correct.

Date	Signature of Candidate
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Candidates are requested to complete the following on an optional basis*:

1. Gender: Female / Male / Gender Diverse (circle one)
2. Previous experience: (tick one)
 - Current representative standing for re-election
 - Current co-opted or appointed board member standing for election
 - Not a current member but have previously been a member of a school board
 - No previous board experience
 - Other
3. Ethnicity: Which ethnic group or groups do you identify with? (tick as appropriate)

<input type="checkbox"/> NZ Māori	<input type="checkbox"/> European (Including NZ European/Pākehā)	<input type="checkbox"/> Asian
<input type="checkbox"/> Pacific people	<input type="checkbox"/> Middle Eastern/Latin American/African (MELAA)	<input type="checkbox"/> Other

**This candidate information is collected by the Ministry of Education for statistical purposes only and will not be used in a manner in which you may be identified. This information is not required for valid nomination.*

People who are not eligible to be school board members

The following people are not eligible to be school board members.

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, an incorporated or unincorporated body under the [Companies Act 1993](#), or the [Financial Markets Conduct Act 2013](#), or the [Takeovers 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 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.

A returning officer for an election (or by elections) of board members is not eligible to be nominated as a candidate in that election.

For more information:

- see clauses 9 and 10 of [Schedule 23](#) of the Education and Training Act 2020 (the list below is a summary of these clauses).
- call NZSTA Advisory and Support Centre 0800 782 435, option 1.