

# 2016 BOARD OF TRUSTEE PARENT ELECTIONS

## KELBURN NORMAL SCHOOL

**School profile number: 2876**

Nominations are invited for the election of six parent representatives to the board of trustees.

### **Nomination Form**

Enclosed is a nomination form to enable you to put your name forward as a candidate in the forthcoming board of trustees' election, or to nominate someone else as a candidate.

**NOTE:** If you are on the school roll and eligible to vote, then you can nominate yourself and do not require a seconder, but you must sign both parts of the form. Information on those who are ineligible to stand for election is on the back of the nomination form (Form 1).

Complete the nomination form, including the necessary signatures. Complete the candidate's contact details, including their address and telephone numbers (home and mobile), and post or hand deliver the form to the returning officer at the address shown below.

Nominations close at 12 noon on Friday 20 May 2016.

### **Candidate Statement**

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

**NOTE:** The returning officer may omit or abridge any part of the candidate's statement where it exceeds 400 words, or is offensive or defamatory.

It is the candidate's responsibility to ensure the signed candidate's statement is received by the returning officer.

If the statement is not received by 12 noon on Friday 20 May 2016 your statement cannot be sent to voters with the voting papers.

### **Voting Roll**

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

### **Eligibility**

Anyone, other than those ineligible under sections 103 and 103A of the Education Act 1989, may stand for election for the board of trustees. *However, if you are not on the voting roll you must be nominated by a person who is.*

### **Scrutineers**

A candidate may appoint a scrutineer to observe the vote count. Please advise the returning officer in writing of the scrutineer's name and contact details before election day.

### **Voting and results of the election**

If there are more nominations than vacancies for parent representatives, eligible voters will be posted voting papers and candidates' statements (where provided) on or before 25 May 2016.

The poll closes at 12 noon on Friday 3 June 2016. The highest polling candidates will be elected to the board of trustees. The results will be made available at the school and also published in a local newspaper.

Nomination forms are available in te reo Māori. Please contact the returning officer if these are required.

Post or hand deliver completed nomination forms to:

Loraine Best

Kelburn Normal School, Kowhai Road, Kelburn

# ELECTION NOMINATION FORM

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

School Name Kelburn Normal School

School Profile Number 2876 (please print)

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 at Kelburn Normal School,

Kowhai Road, Wellington

so that it is received no later than noon on Friday 20 May 2016

*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**