



**NZSTA**  
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## Governance support resources

### Casual Vacancy for a staff representative

When a staff representative resigns a casual vacancy is created and the board must fill it by holding a by- election. This is different from when a parent representative resigns and the board might have the option to fill the vacancy by selection.

The Board should set the by-election date and appoint a returning officer. The letter of appointment should include the fees to be paid to the returning officer.

<http://www.trustee-election.co.nz/board-resources/appoint-a-returning-officer/>

The returning officer should register on the trustee election website.

<http://www.trustee-election.co.nz/returning-officers/returning-officer-registration>

When setting the by election (voting) date, the board should be aware that the election process takes 37 days. Using the election planner tool on the election website will assist the board and, once the election date has been selected, will automatically generate a timeline for all critical dates during the process.

<http://www.trustee-election.co.nz/board-resources/election-planning>

The Returning Officers' Handbook details the legislated timeline that needs to be followed by the returning officer.

**Roll Eligibility:** All permanent staff members can go straight on to the electoral roll, however, fixed term employees need to have been continuously employed for 2 months on the date the electoral roll closes.

Staff who have dual eligibility (staff and parent electoral rolls) will automatically go on to the staff roll but may opt onto the parent roll if they so choose in a triennial election year. They must stay on that roll until the next triennial election year or their eligibility changes

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Where do I get advice?

The *Governance advisory and support centre* advisers can also assist and are contacted on 0800 782 435, option 1 or [govadvice@nzsta.org.nz](mailto:govadvice@nzsta.org.nz)