# 1 Establish a Correct Electoral Roll

Verify the school roll is correct.

- 1.1 All students are entered correctly.
- 1.2 Each caregiver who has voting rights has been correctly identified.
- 1.3 Each 'eldest' student is correctly identified.

### 2 Enter all current enrolled students and check those enrolled

- 2.1 Check that all students enrolled are on the database. Using Fast Lists for checking by teachers, as well as filter totals and the statistic tables found in Printing>Tables. The school roll count can be checked and cross referenced by class for accuracy.
- 2.2 Check current Family information.

As voting rights are caregiver-centric, the accuracy and correct flagging of family data is essential in order to ensure valid election rolls. There are three steps towards ensuring this accuracy:

# Determine eldest pupil

To find the eldest in each family (so that all families will only have one eldest - at the school), go to **Utilities**>**Family Utilities** and work down each of the four processes using the available printouts to check your data. If required exit back to your students' data to edit as required.

Once completed, move to the Board of Trustee Elections utility.

#### Assign voting rights

In the **Board of Trustees** Utility, work through the steps selecting the options which apply to your school.

#### • Check your data

Go into Printing>Special Lists>Caregiver and Electoral lists

In **Format**, select **Caregiver lists** and from **Include**, choose **Voting rights** then Preview and Print out the resultant data. Carefully check through this for accuracy and, where required, manually edit the student data before reprinting the list for a final cross-check. Once this has been completed the list can be made available to caregivers for them to check.

#### **3 Other Printouts**

- 3.1 Student Manager has a number of other printouts available in **Printing**>**Special** lists to facilitate the BoT Election process. These include mailing labels and numbered voting papers.
- 3.2 If variations of the predesigned lists are required, these can be created either in User Defined Lists or the Word Processor.

## 4 Key Dates

$\checkmark$	Returning officer appointed and notified to NZS	STA	February 1	2013
$\checkmark$	Appoint trustee election organiser		before March 1	2013
$\checkmark$	Returning officer training session	(weeks o	f) March 11–18	2013
$\checkmark$	70% of election funding distributed	Ja	nuary operating	grant
$\checkmark$	Community information forums	1	April – 15 May	2013
$\checkmark$	Boards minute election date before		February 1	2013
$\checkmark$	Suggest call for nominations (ensure this is me	onitored)	April 15	2013
$\checkmark$	Rolls close noon		April 30	2013
$\checkmark$	Close supplementary roll noon		May 14	2013
$\checkmark$	Nominations close noon		May 16	2013
$\checkmark$	Voting papers issued by		May 21	2013
$\checkmark$	Polls close noon		May 30	2010
$\checkmark$	Results declared		June 5	2013
$\checkmark$	Boards take office		June 6	2013

Election Advice line 0800 Election (0800 353 284) www.nzsta.org.nz

