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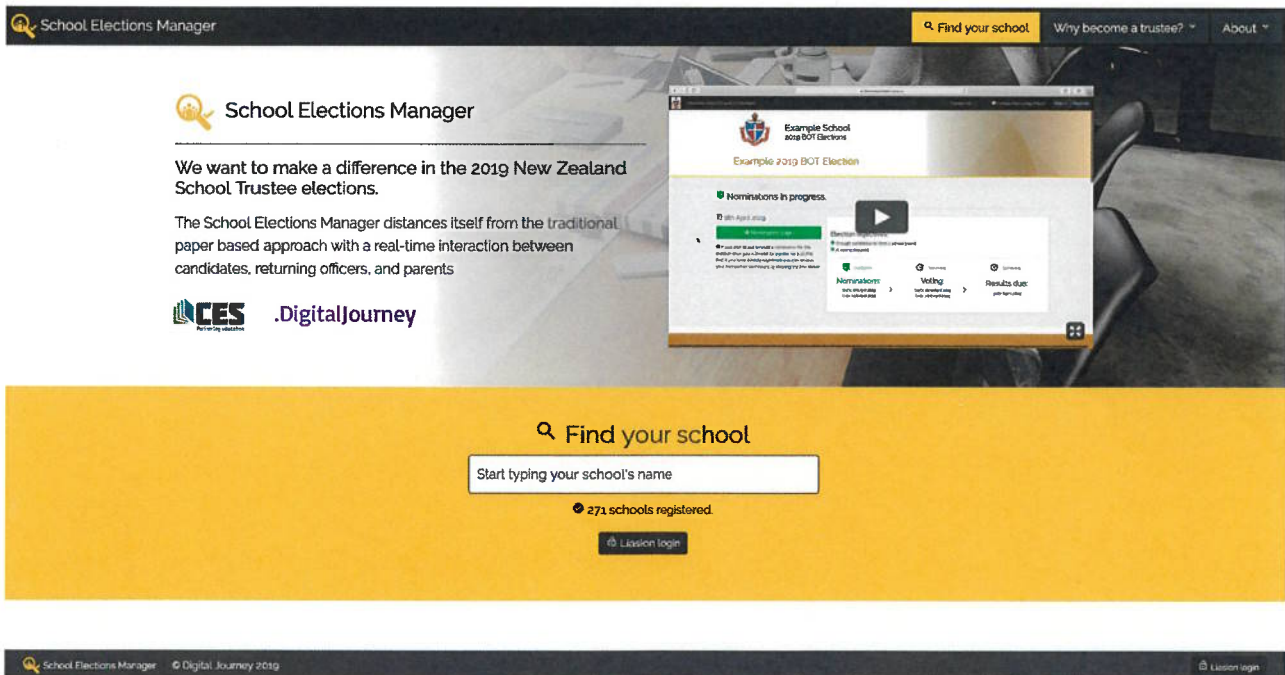


# Canterbury Education Services



# Submitting your nomination for your school's Board Elections

Amy Wilkinson — May 9, 2019



School Elections Manager


Find your school

Why become a trustee? About

School Elections Manager

We want to make a difference in the 2019 New Zealand School Trustee elections.

The School Elections Manager distances itself from the traditional paper based approach with a real-time interaction between candidates, returning officers, and parents

 .DigitalJourney

Example School 2019 BOT Election

Nominations in progress

20th April 2019

Find your school

Start typing your school's name

271 schools registered

Lesson login

School Elections Manager © Digital Journey 2019 Lesson login

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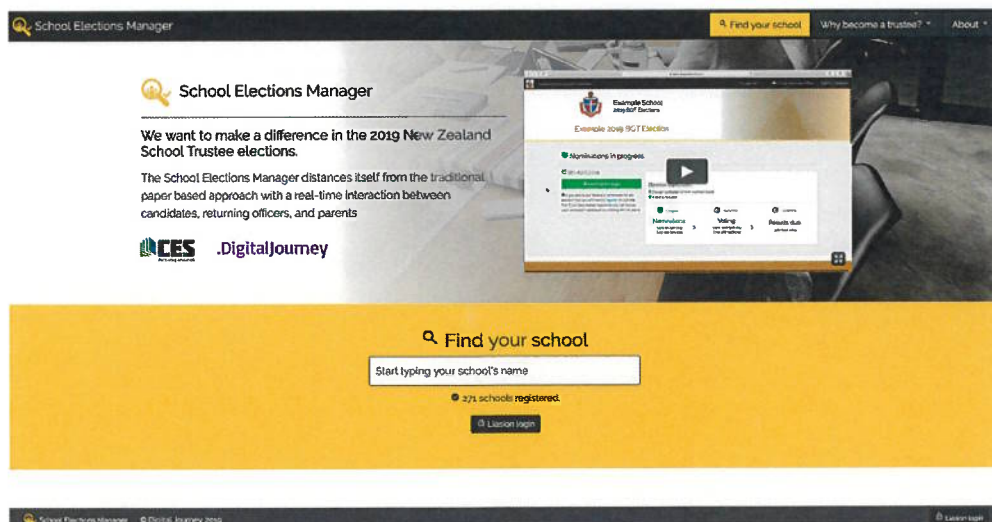


 CES

Are you wanting to complete a nomination to become a candidate for your school's Board? Follow these steps to submit your nomination.

It's super easy and quick to put forward a nomination to become a candidate for your Board.

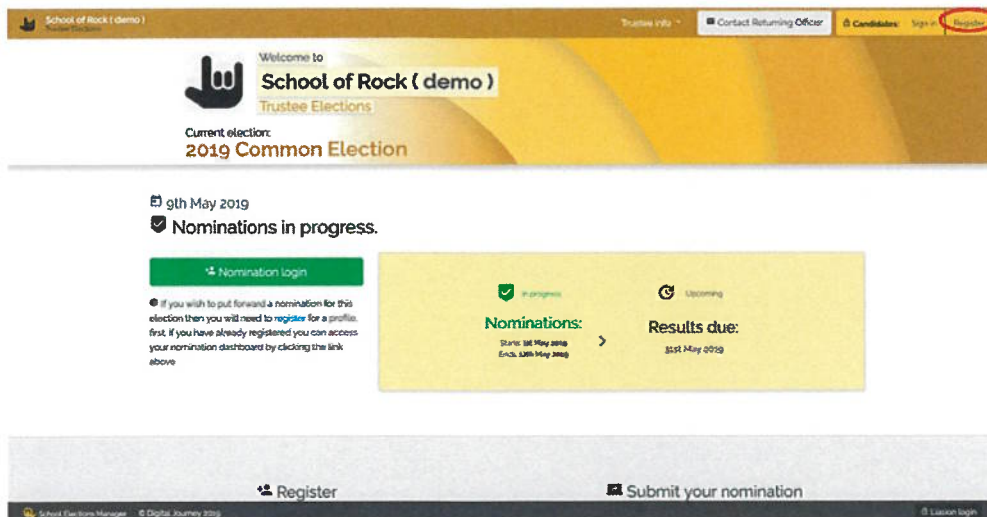
Start by with visiting the [School Election Manager's homepage](https://boardelections.nz/) at <https://boardelections.nz/>.



CES

You'll see a yellow bar along your screen with a **Search Bar** to find your school. Use the Search Bar to type in the name of your school, and click on the right one on the drop down bar.

This will take you to the unique **School's Election** page.



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This page shows the election process and the status of your school election.

To register your nomination.

### Create a Profile.

You will need to create a new profile in order to start your nomination. You can do this by clicking the **'Register'** button on the top right-hand side of the page header.

School of Rock (demo)

Trustee info

Contact Returning Officer

Candidates

Sign in

Register

### Candidates: Registrations

Already registered? [Sign in here.](#)

**Candidate eligibility**  
Anyone may stand for election, however, if you are not a parent of the school, a parent who is on the voting roll must nominate you. So, if you are a parent of this school your nomination through this web-platform will be eligible. If you are not on the school roll, you are welcome to [contact the Returning Officer](#) for information on your eligibility and putting through a nomination.

#### Registration form

For postal nominations - [click here](#)

**Full Name & Email**

Name

Email

**Password**  
Please provide and confirm a strong 8+ digit password you can use to access your dashboard

Password

Confirm Password

School Elections Manager

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Logout

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When you click this, you'll be taken to a Registration page like this one, where you need to insert your full name, email address and a strong password.

When you click the blue 'Submit' button once you're done, the system will send you an email with instructions to validate your email address. The email will look something like this;

**Board Elections**

**Hi John Test,**

You are one step away from validating your registration and submitting your nomination for School of Rock ( demo ).

[Validate Registration](#)

If you did not request this, no problem, you can safely ignore this email.

Regards,  
Board Elections

If you're having trouble clicking the "Validate Registration" button, copy and paste the URL below into your web browser: <https://example.boardelections.nz/verify-user/bZDAyX3URZfp2ffHuTLueYmkmUb1W>

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Make sure you click on the blue 'Validate Registration' link in the email to be taken to your Nomination Dashboard.

The Nomination Dashboard is where you will complete your Nomination form to become a candidate. The page will look like this one;

School of Rock (demo) | Trustee info | Contact Returning Officer

Welcome to **School of Rock (demo)** Trustee Elections

### Nomination dashboard

School Name:	School of Rock (demo)
School Profile Number:	0000
Election name:	2019 Common Election

You have **3 more days** until nominations close at mid-day on **12th May 2019**.

**Nomination eligibility**  
Unless the person making the nomination is on the school roll, the nomination will be invalid. Please select the option that most represents this nomination's validity.

All fields are required, unless otherwise stated.

Nomination validity

School Election Manager | © Digital Journey 2019 | Login

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In our example, it shows that John has 3 days until his school's nominations close to complete his form. You're able to pause filling out the form and come back to it at any point before the Nomination closing date, providing you do not Submit the form. Once you click on submit your nomination is locked for the Returning Officer to review.

To start filling out your form, just scroll down the page.

Work through the Nomination form - making sure to fill out all of the fields when prompted. You're also able to add a short bio

about yourself (no more than 400 words) and an image (no bigger than 2MB) if you want.


You can upload the photo from the computer/device you are using by clicking the 'Browse' button.

Bio / Personal description (optional)

A maximum of 400 words is permitted.

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Nomination photo (optional)



Choose a photo
 Browse

▲ Requirements: jpeg or png format with a maximum file size of 2mb.

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When you get to the bottom of the form, make sure you read and acknowledge the 'Section 103B Requirement.' To read the section, just click on the blue writing (on the first line) in the red box, and there will be a pop-up box containing the Requirements.

**▲ Section 103B Requirements**

Before submitting your below nomination please carefully read through [Section 103 of the Education Act 1989](#) and acknowledge that you have read through it by checking the below input.

I declare that I have read and understand the ineligibility criteria for school trustees, under section 103 of the Education Act 1989, 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 provided in this form is true and correct.

Acknowledge

Submit nomination

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**Section 103 of the Education Act 1989**

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.

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

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You are not able to submit your Nomination if you have not agreed to these Requirements, but it is important that you read them.

When you are happy with your Nomination form, you can click the 'Submit Nomination' button at the end of the form and your Nomination will be sent to the Returning Officer for review.

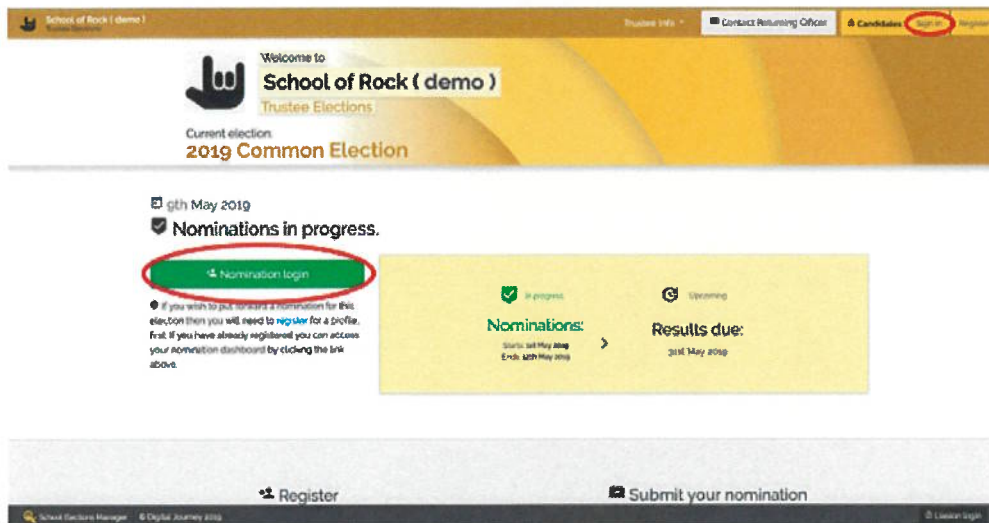
To logout, click the yellow person on the top right-hand side of your page and click 'Logout'.

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While the Returning Officers hope to review the Nominations

quickly, there may be some delay if they get a lot of Nominations at once.

At any point, you can log back onto your dashboard and check the status of your Nomination by searching for your school on the School Elections homepage, and logging in using the green 'Nomination Login' button, or the yellow 'Sign in' button in the top right-hand side of the screen.



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If you have any issues trying to log in, please contact your school's Returning Officer who should be able to help you.