

# School Board Returning Officer Service



CES is New Zealand's leading Returning Officer Service for schools. Our processes are robust and proven.

This is complemented by experienced staff who understand the election process from start to finish.

Since 1992 CES has worked with hundreds of primary, intermediate and secondary schools in conducting Board of Trustee elections. That is a testament to an organisation which knows how to run a complete and thorough election process.



***"As a new Principal I found your services incredibly helpful. Our community also felt reassured that the process has been transparent."***

**Brenda Martin, Principal  
Wesley Primary School**

***"We are thrilled with the way CES runs the Board Elections. Your accessibility and professionalism is superb."***

**Sally Barrett, Principal  
Wadestown School**

***"Everything ran smoothly. I appreciated the frequent updates and that you were accessible via phone for any questions."***

**Julie Davies, Database Manager  
Burnside High School**

***"Thank you for the efficient and seamless way in which you ran the election. I know how much work is involved."***

**Donna MacMenigall,  
PA to the Principal  
Auckland Girls' Grammar School**

## Online election options available via the CES website

**New advances in technology mean elections are more efficient and results can be declared faster ...**

- Candidates and schools can view nominations and the status of candidates' profiles online through CES's website ([www.cessl.org.nz](http://www.cessl.org.nz))
- Final election results posted on CES's website

## Services provided by a CES Returning Officer:

**Our Returning Officer will work closely with a designated staff member to administer Parent, Student or Staff elections, and gather and tabulate the results.**

1. Prepare a timeline for the election/s;
2. Prepare the rolls of parents/caregivers and staff from information supplied;
3. Call for nominations by distributing to voters the notice and nomination form; prepare newspaper advertisements for publication;
4. Receive and check nomination forms and, where required, candidates' statements;
5. Distribute voting papers and reply envelopes;
6. Count / tally votes;
7. Declare the election results: inform the school; advertise in local newspapers;
8. Complete documentation for the Ministry of Education; file results with the District Court.

## Contact:

**For further information contact Wayne Jamieson:**  
Phone: 0-3-338 4444 (within Christchurch),  
call free: 0800 205 267 (rest of New Zealand),  
or email: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz)

**[www.cessl.org.nz](http://www.cessl.org.nz)**



**YES! We are interested in a quotation for School Board Elections**

School .....

Contact .....

Position .....

Postal Address .....

Phone ..... Fax .....

Email .....

School Roll .....



**Canterbury Education Services**  
89 Nazareth Avenue  
P.O. Box 414 Christchurch 8001

**Free phone: 0800 205 267**  
**Free fax 0800 205 762**  
**Email: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz)**