

ATTENTION  
PRINCIPAL



# School Board Mid-Term Elections Pre-Registration Returning Officer Service **2017**

CES is New Zealand's leading  
Returning Officer Service for schools and  
demand for our services increases every year.  
School Board mid-term elections take place  
this year – **now is the time to request a  
quotation** from CES to provide this service.

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



Pre-register: [www.cessl.org.nz](http://www.cessl.org.nz) or call-free 0800 205 267

## Online election options available via CES's website

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

- Candidates' profiles can be uploaded on-line
- View final results on our 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)**

***"Wayne ... you made the whole process less stressful and your constant updates were very helpful."***

Rebecca Taylor,  
Principal PA /BOT Secretary  
Queenspark School.

***"As always, you guys did a marvellous job! What would we do without you?"***

Jude,  
Thorington School

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

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

***"As a new principal I've found your service incredibly helpful. Our community felt reassured that the process has been transparent."***

Brenda Martin  
Principal  
Wesley Primary School



**YES! We are interested in a quotation for School Board Mid-Term Elections 2017**

School .....

Contact .....

Position .....

Postal Address .....

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

Email .....

School Roll .....



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89 Nazareth Avenue  
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