



Te Whakarōpūtanga Kaitiaki Kura o Aotearoa

New Zealand School Boards Association

e tipu e rea...

**Te Whakarōpūtanga Kaitiaki Kura o Aotearoa |
New Zealand School Boards Association**

**Regional Executive, National Board and President
Election Handbook**

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2026 Regional Executive Election	
Nominations open	Thursday 5 February 2026
Nominations close	1pm, Thursday 12 March 2026
Voting opens	Thursday 19 March 2026
Voting closes	4pm, Thursday 23 April 2026

2026 National Board & President Election	
Nominations open	Thursday 30 April 2026
Nominations close	1pm, Thursday 11 June 2026
Voting opens	Thursday 25 June 2026
Voting closes	4pm, Thursday 30 July 2026

Introduction

This booklet outlines the rules and processes as well as information for candidates standing for a position in the 2026 Election rounds.

Prospective candidates or other persons requiring more detailed information should contact the Returning Officer.

Returning Officer

NZSBA has appointed Eric Yu from Schooled Election Pilot as Returning Officer for the 2026 elections. This means that Eric will be handling all matters pertaining to the election. Eric and Schooled Election Pilot are based in Christchurch, from where most of the election administration will be carried out.

Schooled Election Pilot has a history of supporting school board elections dating back to 1992 and is the only service provider accredited by the Ministry of Education to run electronic school board elections continuously since they were introduced in 2022. Schooled Election Pilot ran over 1600 elections for over 950 kura with over 750 000 registered voters during the recent 2025 triennial school board elections.

The role of the Returning Officer is to conduct the elections in accordance with the presiding regulations, namely the NZSBA Constitution and by-laws laid out in this document, as well as in accordance with accepted standard election management practices.

Subject to those Rules, the Returning Officer has complete and final control over how the election is carried out. The Returning Officer is engaged by NZSBA and is responsible to the NZSBA CEO but does not take direction from the CEO or the existing National Board or President. The Returning Officer is responsible for all staff, systems, resources, policies, procedures and actions to ensure that the democratic process is carried out with utmost integrity, security and fairness for all parties. The Returning Officer's decisions in respect to all matters pertaining to the elections are final.

Queries regarding the actions or performance of the Returning Officer should be directed to NZSBA CE, Melanie Pilcher (mpilcher@tewhakaroputanga.org.nz).

For further information about the election, please contact Schooled Election Pilot on 0800 VOTENZ (0800 868 369) or missioncontrol@electionpilot.nz.

Voting Method

The election for the NZSBA Regional Executives, National Board and President will be conducted by online voting only, with election days as follows:
Regional Executives - **Thursday 23 April 2026**
National Board & President – **Thursday 30 July 2026**,
using the First Past the Post system.

The 2026 election is being conducted under the provisions contained in the 2025 Constitution.

Voting Process

All correspondence about the elections will occur electronically, i.e. by email or through the NZSBA website. NZSBA and Schooled Election Pilot's focus is on electronic communication with members, promoting the use of online voting. There are considerable cost savings for NZSBA if voting information is sent to members by email, which is the default method of communication.

The Notice of Election with all the information about the upcoming elections will be sent to all financial member boards containing voting information for the positions of Regional Executive, National Board member and President.

The Notice of Election will also appear in the *Onboard* magazine.

Members are encouraged to update their contact details via email membership@tewhakaroputanga.org.nz using the subject header "Update Member Details for VOTING".

All candidates and their nominator must be current financial members throughout the election process.

Election Results

The election results will be calculated, checked and then advised to NZSBA on the day following the close of voting. The Returning Officer will then personally advise all candidates by email on the same day.

The results will be published on the NZSBA website and circulated to members via *Onboard* magazine.

About NZSBA

Te Whakarōpūtanga Kaitiaki Kura o Aotearoa | New Zealand School Boards Association (NZSBA) is the professional body for school boards in New Zealand, representing and advocating for our members and providing services to all state and state-integrated schools and kura.

NZSBA is at the heart of school governance. We influence and inform policy and sector outcomes; we support and enable school boards to flourish; we connect like-minded people through our learning and networking opportunities; we strengthen communities by helping students achieve.

Te Whakarōpūtanga Kaitiaki Kura o Aotearoa | New Zealand School Boards Association (NZSBA) was established in 1989, following the introduction of New Zealand's largest school reform, Tomorrow's Schools. We are a not-for-profit incorporated society with charitable trust status.

Our Purpose

We are the voice for School Governance.

Our Aspiration

We grow strong governance for future sustainability and success.

Our Values

- **Kaitiakitanga:** A sense of guardianship through service.
- **Connection:** Relationship, unity and whanaungatanga to people and planet.
- **Tino Rangatiratanga:** Recognising autonomy and self-determination.
- **Integrity:** Where values and actions align to create a sense of wholeness.
- **Inclusiveness:** Actively promoting equity and fairness.

Endorsed by the National Board: September 2025

Strategic Objectives of our Membership Arm

1. Demonstrate leadership sustainability by managing time, environmental resources and cultural practices in a way that upholds our commitment to kaitiakitanga.
2. Strengthen member engagement through inclusive national and local events, and timely, transparent communication across all platforms.
3. Promote autonomy by supporting locally co-designed networking opportunities through our Regional Executive network, reflecting tino rangatiratanga.
4. Ensure transparent and consistent policies that uphold the integrity of our operations and reflect the value of membership contributions.
5. Deliver inclusive learning and networking opportunities that support our members' obligations to Te Tiriti o Waitangi and reflect diverse perspectives.

NZSBA Constitutional Requirements

The full Constitution can be found at www.tewhakaroputanga.org.nz/assets/2025-Constitution-Final.pdf.

NZSBA Constitution states:

Part 4 - National Board

4.1 National Board Composition

The National Board will consist of the President and six Board Members.

Board Members on the National Board must be:

- Members of a member board

Part 6 - National Board Members (including the President)

6.1 Qualifications of National Board Members

Every National Board Member must be a natural person who —

- has consented in writing to be a National Board Member of the Association, and
- certifies that they are not disqualified from being elected or appointed or otherwise holding office as a National Board Member of the Association.

National Board Members must not be disqualified under section 47(3) of the Act or section 36B of the Charities Act 2005 from being appointed or holding office as a National Board Member of the Association, namely —

1. a person who is under 16 years of age
2. a person who is an undischarged bankrupt
3. a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993, or any other similar legislation
4. a person who is disqualified from being a member of the governing body of a charitable entity under the Charities Act 2005
5. a person who has been convicted of any of the following, and has been sentenced for the offence, within the last 7 years —
 - a. an offence under subpart 6 of Part 4 of the Act
 - b. a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961)
 - c. an offence under section 143B of the Tax

Administration Act 1994

- d. an offence, in a country other than New Zealand, that is substantially similar to an offence specified in subparagraphs (a) to (c)
 - e. a money laundering offence or an offence relating to the financing of terrorism, whether in New Zealand or elsewhere
6. a person subject to:
 - a. a banning order under subpart 7 of Part 4 of the Act, or
 - b. an order under section 108 of the Credit Contracts and Consumer Finance Act 2003, or
 - c. a forfeiture order under the Criminal Proceeds (Recovery) Act 2009, or Page 12 of 23
 - d. a property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act.
 7. a person who is subject to an order that is substantially similar to an order referred to in paragraph (6) under a law of a country, State, or territory outside New Zealand that is a country, State, or territory prescribed by the regulations (if any) of the Act.

Prior to election or appointment as a National Board Member a person must —

- consent in writing to be a National Board Member, and
- certify in writing that they are not disqualified from being elected or appointed as a National Board Member either by this Constitution or the Act.

Note that only a natural person may be a National Board Member and each certificate shall be retained in the Association's records.

6.2 Election or appointment of National Board Members and President

National Board Members and President, shall be elected by remote ballot in accordance with the procedures for giving Notice:

1. At least 3 months prior to the proposed Election Date, the National Board shall:
 - a. Set the Election Date for elections to the National Board and President role, and
 - b. Appoint a Returning Officer for those elections.

2. Within 5 Working Days of determining the Election Date the Association shall give Notice to all financial Members calling for nominations for National Board and President positions requiring to be filled, and such Notice shall include a nomination form and shall specify the date such nominations must be in the hands of the Returning Officer appointed under subparagraph (1b) above, such date being not less than 35 Working Days prior to the Election Date.
3. A candidate's written nomination shall be accompanied by the written consent of the nominee with a certificate that the nominee is not disqualified from being appointed or holding office as a National Board Member (as described in the 'Qualification of National Board Members' rule above) and may be accompanied by a signed biography not exceeding one A4 page.
4. At least 25 Working Days prior to the Election Date the Association shall give Notice to all financial Members of the nominations received for National Board and President positions and, in the event that there are a greater number than required for specific positions, forwarding a voting paper accompanied by the biographies of the candidates for election. Such voting paper shall specify the latest date (not less than 3 Working Days prior to the Election Date) it must be in the hands of the Returning Officer appointed by the National Board to be counted as a valid vote.
5. In the event of a ballot being required under subparagraph (4) above the candidate/s polling the highest number of votes of financial Member Boards shall be declared elected by the Association or the Returning Officer.
6. The failure for any reason of any financial Member Board to receive such Notice shall not invalidate the election. Page 13 of 23
7. In the event of any vote being tied the tie shall be resolved by the ballot by the returning officer, under supervision.
8. In addition to National Board Members elected under the foregoing provisions of this rule, the National Board may appoint other National Board Members for a specific purpose, or for a limited period, or generally until the next National Board Election. Unless otherwise specified by the National Board any person so appointed shall have full speaking and voting rights as a National Board Member of the Association. Any such appointee must, before appointment, supply a signed consent to appointment

and a certificate that the nominee is not disqualified from being appointed or holding office as a National Board Member (as described in the 'Qualification of National Board Members' rule above).

6.3 Term

The term of office for all National Board Members elected to the National Board shall be 3 years. The term of office officially begins five working days following the announcement of election results.

- No National Board Member shall serve for more than 3 terms as a regular Board Member.
- No President shall serve for more than 3 terms as President.

Part 7 – Regional function and Executives

7.1 Regional Executives

Each Regional Executive is required to establish rules regarding how to operate, as approved by the National Board, having regard to the aims and aspirations of the Association as specified in the constitution, strategic plan and governance policies, and the annual budget allocated by the Association for the running of the region.

The rules shall include:

- The formation and size of the Regional Executive.
- A clear written process for the democratic election of their Regional Executive by member boards, including how the Regional Executive Chair shall be elected.
- Processes for the effective operation of the region that are consistent with the common agreed role description approved by the National Board.

Each Regional Executive shall operate an annual operating budget from the Association, allocated to each Regional Executive in accordance with:

- The overall budget established by the National Board, and
- The formula adopted by the National Board after discussion with Regional Executive Chairs.

7.2 Function of Regions

The function of the Association's regions is to provide a representational function with/to member boards within each particular regional area, as determined in the agreed regional role description approved by the National Board from time to time.

Conduct

All elected people will each sign a code of conduct. These are designed to be a set of principles that should guide the behaviour in relation to carrying out each role and enable the Regional Executives, National Board and President to set a tone from the top for NZSBA.

Code of Ethics and Professional Practice Policy

All roles holding office commit to ethical behaviour, high standards of trust, transparency, and accountability in all activities, ensuring compliance with legal and constitutional requirements and reflecting NZSBA's values.

Code of Ethics and Professional Practice Policy – Principles (aligned to values)

1. **Connection**
 - Foster strong, respectful relationships within the Board and Regional Executives, with member boards, and the wider education community.
 - Promote collaboration and open communication to achieve shared goals.
2. **Integrity**
 - Act honestly, ethically, and transparently in all decisions and actions.
 - Uphold the highest standards of accountability and trustworthiness.
3. **Tino Rangatiratanga**
 - Honour Te Tiriti o Waitangi and support self-determination for Māori in governance and decision-making.
 - Ensure Māori perspectives are valued and embedded in Board practices.
4. **Kaitiakitanga**
 - Protect and responsibly manage NZSBA's resources, reputation, and relationships.
 - Commit to sustainable practices that safeguard the future of education governance.
5. **Inclusiveness**
 - Create an environment where diversity is respected, and all voices are heard.
 - Ensure equitable opportunities for participation and contribution across all member boards.

Conflicts of Interest

- a. It is a fundamental obligation of all elected officials of NZSBA to act in the best interests of NZSBA.
- b. Conflicts of interest arise when personal interests or a duty to another person or organisation conflicts with that obligation to NZSBA.
- c. A conflict of interest may arise whenever an elected official;
 - is employed by NZSBA

- is employed by or in any way has an obligation to, or an interest in an organisation with which NZSBA transacts business (e.g. an employee of the Ministry of Education).
 - is a parent, child, or partner to someone who has an obligation to or an interest in an organisation with which NZSBA transacts business.
 - is a director, officer, or trustee in an organisation with which NZSBA transacts business.
 - Provides services to NZSBA or receives any material benefit from NZSBA (e.g. a person contracted to undertake research)
- d. The existence of a conflict of interest is not in itself a reason why an elected official may not be eligible to hold office or to engage in discussion about the matter involving the conflict. The issue is whether or not the conflict is managed so that it has no material effect on the exercise of the official's obligation to NZSBA.
 - e. Management of conflicts of interest should take place at several points in the election and actions of elected officials.

Before Election

When an NZSBA member is considering whether to accept nomination for NZSBA office, they should first determine whether their circumstances are such that accepting office would place them in a position of conflict. They should then assess the significance of any such conflict on their ability to fulfil their obligations as an NZSBA office holder. They should then declare any conflicts to electors so that members may evaluate the relevance and significance of the conflict in deciding whether or not to give their vote to that individual.

In Office

As soon as a conflict becomes known to an NZSBA office holder, either as a result of changed personal circumstances or due to the nature of the business being decided, they should declare the conflict and its nature to fellow office holders at the meeting. The applicable Regional Executive, or National Board and President or committee then should decide if there is a material conflict and how it should be handled.

Every such declaration should be recorded in the minutes at the time it is declared.

A register of declared conflicts of interest should be maintained and the office holder concerned should remind the Regional Executives, National Board and President or committee of the conflict whenever it is relevant.

President Role

The Role of the President

An effective President is vital to the effective governance and performance of NZSBA as an organisation or entity. The President is elected or appointed from various backgrounds, and they need to understand the requirements of the role.

The role is more complex than a standard chair role. It comes with extra responsibilities of day-to-day management of the membership arm of the organisation as well as balancing a governance role of a member-based organisation.

The President role includes:

- providing effective leadership and direction to the National Board and Regional Executives consistent with the Constitution.
- ensuring effective accountability and governance of NZSBA consistent with requirements of relevant legislation.
- developing and maintaining sound relationships with key stakeholders.
- acting as the leader of NZSBA including presenting its objectives and strategies to members and key stakeholders.
- being the media representative for all matters concerning membership.
- advocating for and on behalf of members.
- chairing Regional Executive Chair and National Board meetings including, setting meeting agendas, etc.
- where necessary dealing with the performance of Regional Executives, National Board members and Office of the President staff.
- providing guidance and support to the Chief Executive to ensure that NZSBA is managed effectively.
- overseeing the employment of the Chief Executive, including succession planning.
- ensuring that conflicts of interest policies, including disclosure provision are in place that members conflicts of interests (including those of the President) are dealt with appropriately.

It is expected that all Regional Executives, National Board members and President will:

Act with honesty, integrity, and transparency	<ul style="list-style-type: none">• Act with honesty and integrity in approaching their roles and responsibilities.• Undertake responsibilities in a manner that respects others.• Ensure that actions taken in the performance of duties do not discredit yourself, any other Regional Executives, National Board member and President, or any employee of NZSBA.
Act in the best interests of NZSBA	<ul style="list-style-type: none">• Diligently prepare for and attend meetings.• Maintain a good level of competence and knowledge including remaining familiar with the NZSBA activities and its operating environment.• Apply their knowledge, skill and experience with reasonable care and diligence.• Not engage in activities which could affect their judgement or objectivity nor engage in any activities that could damage the integrity and reputation of NZSBA.
Use the position appropriately	<ul style="list-style-type: none">• Respect the confidentiality of information received as Regional Executives, National Board members and President and use it only for proper purposes.• Decline gifts, benefits and positions that may compromise independence or create perceived obligations.• Accept responsibility for the decisions and actions of the Regional Executives, National Board and President even if they are contrary to personal view.
Exercise due care and diligence	<ul style="list-style-type: none">• Work to improve the performance and efficiency of NZSBA and use its resources carefully and only for intended purposes.• Exercise due care and diligence when considering issues and making decisions by understanding the educational, financial and strategic implications.

National Board Member Role

Duties of National Board Members

Collective and individual responsibility and accountability are fundamental to the integrity of the NZSBA. It is important that the National Board and President are clear about, and understand, the collective and individual duties that come with election and appointment to the NZSBA National Board and President role.

National Board duties are often referred to as directors' "fiduciary duties". National Board members should be made aware of their duties immediately upon taking office. Collective and individual duties should be covered as part of a National Board orientation and on-going governance training.

National Board duties are constant and relevant to all actions undertaken by National Board members; a National Board must always act in a manner consistent with these duties.

Collective Duties

The collective duties of the National Board are the duties which reflect that the National Board and NZSBA as an entity act in accordance with the purpose and within the powers set out in the Constitution.

The collective duties of the National Board are to:

- a) Act consistently with the purpose and powers set out in the Constitution, the Strategic Plan 2026-2030, and Annual Plan for each financial year.
- b) Perform its role efficiently and effectively and consistently with the spirit of service to the member boards as set out in the Constitution.
- c) Operate in a financially responsible manner as per the Constitution.
- d) Ensure that NZSBA complies with all relevant legislation.

Individual Duties

At all times each National Board Member and President:

1. shall act in good faith and in what they believe to be the best interests of the Association,
2. must exercise all powers for a proper purpose,
3. must not act, or agree to the Association acting, in a manner that contravenes the Act or this Constitution,
4. when exercising powers or performing duties as a

National Board Member or President, must exercise the care and diligence that a reasonable person with the same responsibilities would exercise in the same circumstances taking into account, but without limitation:

- the nature of the Association,
 - the nature of the decision, and
 - the position of the National Board Member or President and the nature of the responsibilities undertaken by them
5. must not agree to the activities of the Association being carried on in a manner likely to create a substantial risk of serious loss to the Association or to the Association's creditors, or cause or allow the activities of the Association to be carried on in a manner likely to create a substantial risk of serious loss to the Association or to the Association's creditors, and
 6. must not agree to the Association incurring an obligation unless he or she believes at that time on reasonable grounds that the Association will be able to perform the obligation when it is required to do so.

Breach of Duty

The 1993 Companies Act imposed duties and rules on directors. Directors have a duty to act in good faith and in the best interests of the company. They must exercise their powers for a proper purpose and are required to comply with the Companies Act and the company's Constitution. There are penalties for reckless trading by the company and the company's directors have a duty of care when exercising the powers or performing their duties as directors. The liability of company directors is unlimited and consequently they may be found personally liable for any negligent actions performed by them. Legal compliance is a fundamental role of a director. Ensuring proper adherence to law is part of being an effective director, and liability is imposed on director under various acts. For example, Health and Safety in Employment Act 1992, Health and Safety at Work Act 2015, Financial Reporting Act 2013 etc.

If a National Board member (including the President) does not act with good faith, or with reasonable care, NZSBA may bring action against that National Board member for a breach of an individual duty as set out in the Constitution - (Section 6.4: Removal of National Board Members (including President)).

Regional Executive Role

Role of Regional Executives

To support better connection with the approximately 2500 schools across New Zealand, NZSBA has 11 regional areas, each with their own Executive. Each Regional Executive is elected by the members in their geographical area. Regional Executives exist to provide events and opportunities to member boards that strengthen their governance capability.

Each region has the flexibility to determine how it engages with the boards in their region. Engagement activities should be cost-effective, purposeful, and aligned with the broader strategic objectives of NZSBA. Regional executives are encouraged to innovate, while ensuring that all activity reflects NZSBA's values, policies, and strategic direction.

Regional Executives Responsibilities

- Creating opportunities for boards to network and learn in a safe, constructive environment.
- Strengthening and maintaining active membership engagement across member boards.
- Connecting boards to governance pathways and professional development.
- Sharing updates about local issues, governance challenges, and successful practice.
- Identifying local issues requiring escalation to a national level.
- Supporting new and existing boards to understand the value of participation.
- Ensuring activities align with regional budgets and are cost-effective.

Regional Executives are not expected to be the subject matter experts on government or sector policy change. Nor should they give advisory support. We recommend members call GovHub for formal advice and support.

Individual Duties

Whilst Regional Executives don't have any responsibilities under the Incorporated Societies Act, the following are still accepted as threshold duties and requirements as per the Companies Act 1993.

- a) To act with honesty and integrity.
- b) To act in good faith and in what they believe to be in the interests of NZSBA.
- c) Not to permit 'reckless' trading.
- d) To exercise reasonable care, diligence, and skill.
- e) Not disclose information, except as agreed to by the Regional Executives, National Board and President.

Breach of Duty

If a Regional Executive member does not act with good faith, or with reasonable care, NZSBA may bring action against that Regional Executive Member.

Remuneration

As a not-for-profit, professional membership organisation remuneration levels are set by consideration of several factors: time contribution, benchmarks from similar organisations, sound fiscal management and a commitment to fairness.

President

The role of President is a full-time position. Working alongside the Chief Executive, the President leads NZSBA.

Location: Hybrid with travel expected

The President is responsible for:

- Providing leadership and serving as Chair of the NZSBA Board.
- Promoting, representing, and advocating for NZSBA.
- Managing relationships with NZSBA's membership.
- Managing relationships with Government and the wider education sector.

The President's honorarium is set in line with market rates for comparable positions in similar organisations and is reviewed annually based on performance.

- **Current market range:** \$90,000 – \$250,000.
- **Determination of honorarium:** A panel of five association representatives will set the final figure within five working days of the election closing.
- **Annual review:** Conducted each December.

The remuneration package may also include additional items depending on the needs of the successful candidate. These may include:

- Accommodation.
- Travel allowance.
- Phone and computer.
- Membership with the Institute of Directors.
- Professional development allowance.

If you are considering the role of President, we recommend requesting the full job description, schedule of responsibilities, current remuneration schedule, skills matrix, and the role's contract. Please email ea@tewhakaroputanga.org.nz to receive this information.

National Board

National Board members have set meeting fees as follows:

Duration	Timeframe	Fee (Gross)
Half-day	2-4 hours	\$400
Full-day	Over 4 hours	\$750

Meetings less than 2 hours attract no fee.

Meetings will be held in the most cost-effective location. These may be in-person or online.

The National Board will meet a minimum of 6 days per year and no more than 10. Meetings are often a full day (held on a Saturday), occasionally they will be two days.

National Board members will be provided with a laptop, accommodation and travel allowance to attend meetings if they are out of town, and a membership to the Institute of Directors.

National Board members are expected to attend any national NZSBA conference.

Regional Executives

Each Regional Executive has some flexibility in their rules and budget. There is a maximum meeting fee rate, but each region is run slightly differently.

Maximum fees are as follows:

	Position	Fee (Gross)
Meeting Fee	Chair	\$260
Meeting Fee	Executive	\$175
Activity Fee	All members	\$175

*Activity fees may be paid to executive members who organise and attend events as a part of their regional executive role.

Regional executives may also claim for reasonable expenses as per the meeting and expense claim policy.

Election Process

The elections will be conducted electronically using the Schooled Election Pilot platform.

Key Dates – Regional Executives

- Nominations open Thursday 5 February 2026
- Nominations close 1pm, Thursday 12 March 2026
- Voting opens Thursday 19 March 2026
- Voting closes 4pm, Thursday 23 April 2026
- Results released 10am, Friday 24 April 2026

(Note: If there are ties in the vote count the results may be delayed until any applicable ties have been resolved).

Key Dates – National Board and President

- Nominations open Thursday 30 April 2026
- Nominations close 1pm, Thursday 11 June 2026
- Voting opens Thursday 25 June 2026
- Voting closes 4pm, Thursday 30 July 2026
- Results released 10am, Friday 31 July 2026

(Note: If there are ties in the vote count the results may be delayed until any applicable ties have been resolved).

Call for Nominations

Schooled Election Pilot will send a call for nomination email to the Presiding Member or Tumuaki|Principal of all member school boards. It is the responsibility of the person receiving the call for nominations to share the details with their board members.

Member Boards may nominate the following people to stand for positions:

Regional Executives – To be nominated for a Regional Executive position, you must be a member of a member board located within the geographical area of that region.

National Board Member – To be nominated for a National Board Member position, you must be a member of a member board.

President – To be nominated for the President position, you must be a member of a member board, unless you are the incumbent. Incumbent Presidents are not required to be a current board member of a member board.

Additionally, candidates must not be disqualified from office under section 6.1 of the NZSBA constitution.

Candidates will be required to complete the nomination form on the Schooled Election Pilot portal. A link to the portal will be included in the call for nominations email or can be accessed from electionpilot.nz.

Each candidate must be nominated by a current NZSBA member board. The membership status of the member board will be confirmed before the nomination is confirmed as accepted.

Once nominations have closed a full list of candidates will be published on the NZSBA website and Schooled Election Pilot will also send a copy to each candidate via email.

Voting

Schooled Election Pilot will send a voting email to the Presiding Member or Tumuaki|Principal of all member school boards if there are more candidates than vacancies for the election at the close of nominations.

The voting email will contain a secure link to the voting portal, and once a vote is recorded the link will not allow any further votes to be recorded.

It is important that the member board decides which candidates to vote for and one person to complete the vote for the member board. It is strongly recommended that the member board records a motion detailing who the member board wishes to vote and who is authorised to vote on behalf of the board.

If there is a tie for any positions, the tie will be broken by the Returning Officer in accordance with Section 6.2 (7) of the NZSBA constitution. All ties will be broken by a coin toss, conducted by the Returning Officer. Affected candidates, the NZSBA CEO and incumbent NZSBA President will be invited to witness the coin toss via a Teams video call.

Declaration of Results

Schooled Election Pilot will send a declaration of results to the NZSBA CEO as soon as possible after 10am on the day after voting closes. NZSBA will publish the results of the election in Onboard magazine and on NZSBA's website. Schooled Election Pilot will send a copy of the declaration of results to all candidates in the election by email at the same time.

Once the election has been completed and the results declared, NZSBA will contact successful candidates directly to advise the next steps.

Nominations

An electronic Notice of Election will be sent to member boards on the opening of nominations for each of the groups below.

The Notice of Election will also appear in Onboard magazine and on NZSBA's website.

Key Dates – Regional Executives

- Nominations open Thursday 5 February 2026
- Nominations close 1pm, Thursday 12 March 2026

Key Dates – National Board and President

- Nominations open Thursday 30 April 2026
- Nominations close 1pm, Thursday 11 June 2026

Nominations

Each candidate nomination must be made through the online nomination platform run by the Returning officer.

Returning officer contact details:

Eric Yu, Schooled Election Pilot on 0800 VOTENZ (0800 868 369) or missioncontrol@electionpilot.nz.

A link to the nomination portal will be sent to member boards once the nominations have opened. All nominations must be lodged using the Schooled Election Pilot portal.

Each candidate must be nominated by a current NZSBA member board. The membership status of the member board will be confirmed before the nomination is confirmed as accepted.

Member Boards may nominate the following people to stand for positions:

Regional Executives – To be nominated for a Regional Executive position, you must be a member of a member board located within the geographical area of that region.

National Board Member – To be nominated for a National Board Member position, you must be a member of a member board.

President – To be nominated for the President position, you must be a member of a member board, unless you are the incumbent. Incumbent Presidents are not required to be a current board member of a member board.

Candidates are required to submit the following as part of the nomination:

- Nomination acceptance and consent form.
- Candidate profile form.
- Photo (optional)

Profiles and photos are collated by the Returning Officer into a profile sheet and forwarded to member boards with their voting documents.

Completed papers must be received by the Returning Officer, no later than the dates and times specified above.

Should they be received by the Returning Officer after the close of nominations, the nomination is invalid. It is candidate's responsibility to ensure that their forms are received by the Returning Officer on time.

Once lodged, nominations and completed papers are checked to ensure the nominator and candidate are eligible and that all details are correct, and all requirements have been met.

The lodgment of nomination and completed papers should **not** be left to the last minute. Should a nomination paper be lodged late on the morning nominations close and be incorrectly completed or refer to an ineligible nominator or candidate, there may be insufficient time to correct the situation and the nomination paper could be invalidated.

Confirmation by email of an accepted nomination will be given to each candidate as soon as the nomination documents are verified.

Please lodge your nomination as early as possible.

Process after the close of nominations

Once nominations have closed, a full list of all candidates will be published on the NZSBA website and sent via email to all candidates.

If an election is required, (i.e. more nominations than spaces available), candidate names will appear in random order on the voting paper.

Voting details will be distributed by email to member boards.

If you have any questions about the nominations process or the election in general, please contact Schooled Election Pilot on 0800 VOTENZ (0800 868 369) or missioncontrol@electionpilot.nz.

Candidate Profile Statements

Candidate Profile Statements

- Profile statements **must not exceed 250 words** (excluding the candidate's name) for the Candidate Statement section. The word limit will be strictly enforced.
- Profile statements should be submitted in the portal as part of the nomination. If you need to submit a statement later, or wish to provide an updated version, it must be in a Word document in plain black and white text, but special formatting (bold, italics, quote marks) is permitted, however underlining is not permitted.
- Profile statements **must** be confined to information concerning the candidate, and the candidate's skills, experience and intentions if elected to NZSBA (i.e. must not refer to any other candidate).
- Information supplied **must** be either uploaded to the portal or emailed as a Word document attachment to an email that has been spell checked and word counted and emailed to nominations@electionpilot.nz.
- A recent (i.e. less than one year old) photograph of the candidate **only**, i.e. a head and shoulders shot, passport style. Photos must be either uploaded to the portal or attached in a jpeg format to an email to nominations@electionpilot.nz.
- Candidates running for a National Board and/or President position are encouraged to be at the National Conference in July. There will be a "meet the candidates" space within the conference timetable.
- Candidates will have the option to include an email address and cellphone number at the beginning of each candidate profile statement and are excluded from the candidate statement word limit.

Returning Officer Review of Candidate Profiles

If the Returning Officer is not satisfied that a candidate profile statement complies with the requirements as specified, the Returning Officer will, as soon as practicable, return the statement to the candidate and specify their concerns and the reasons therefore. The candidate will have three business days to submit an amended candidate profile statement to the Returning Officer.

The Returning Officer is not required to verify or investigate any information included in a candidate profile statement. The Returning Officer will take no responsibility for the accuracy of the content, and a disclaimer concerning the accuracy of the information contained in the statements will be published in the profile statement booklet.

If you have any questions about the candidate profile statements or the election process, please contact Schooled Election Pilot on 0800 VOTENZ (0800 868 369) or missioncontrol@electionpilot.nz.

Voting

Voting will be conducted electronically using the Schooled Election Pilot platform.

Schooled Election Pilot will send a voting email to the Presiding Member or Tumuaki|Principal of all member school boards if there are more candidates than vacancies for the election at the close of nominations.

The voting email will contain a secure link to the voting portal, and once a vote is recorded the link will not allow any further votes to be recorded.

Key Dates – Regional Executives

- Voting opens Thursday 19 March 2026
- Voting closes 4pm, Thursday 23 April 2026
- Results released 10am, Friday 24 April 2026

(Note: If there are ties in the vote count the results may be delayed until any applicable ties have been resolved).

Key Dates – National Board and President

- Voting opens Thursday 25 June 2026
- Voting closes 4pm, Thursday 30 July 2026
- Results released 10am, Friday 31 July 2026

(Note: If there are ties in the vote count the results may be delayed until any applicable ties have been resolved).

Number of Vacancies

NZSBA Regional Executive Elections	Vacancies
Northland	6
Auckland	8
Waikato	7
Wairariki Bay of Plenty	3
Central West	7
Central East	4
Wellington, Wairarapa	6
Marlborough, Nelson, West Coast	3
Canterbury	5
Otago	5
Southland	6

NZSBA National Elections	Vacancies
National Board	6
NZSBA President	1

Member boards will be able to vote in the Regional Executive election for their region, the NZSBA National Board and the NZSBA President.

Each member board will be able to vote for up to as many candidates as there are vacancies in each election.

Voting Process

If more nominations are received than there are vacancies in an election, the election will proceed to the voting phase.

Schooled Election Pilot will send an email with voting information, including a secure link to the voting portal, to the Presiding Member or Tumuaki|Principal of all member school boards. Each member board may only vote once in each election. Each member board may vote for up to as many candidates as there are in the election (eg boards may vote for up to 6 candidates for the National Board election and 1 candidate for the NZSBA President election).

The member board, not individual members, are eligible to vote in the elections. Member boards should discuss candidates and decide on which candidate(s) the board wishes to vote for and then authorise one member to vote on the board's behalf. It is best practice that the board records its decisions as a resolution in the board minutes, including the candidate(s) the board is voting for and who is authorised to vote on behalf of the board.

If there are not enough nominations received to require a voting election the election result will be declared within 7 days of nominations closing and all candidates will be declared elected.

If you have any questions about the voting process or the election in general, please contact Schooled Election Pilot on 0800 VOTENZ (0800 868 369) or missioncontrol@electionpilot.nz.