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Assessing the nominations

The returning officer must assess all the received nominations to ensure the candidate meets the eligibility requirements and that the nomination form has been completed correctly. If there is an error or concern about a nomination, the returning officer must contact the candidate to make a correction or ask them to resubmit a nomination form.

soon as possible.

It is good practice to post a receipt to candidates and nominators as soon as practicable after receiving a valid and complete form (see nomination receipt form template).

Nomination forms must be kept at the school for a period of 1 year from the date of the declaration of the election poll for record keeping purposes only

Conducting an election

For a parent election held at the AGM, candidates are not required to be present.

When the

Supporting templates

- x [Notice for calling for nominations template](#)
- x [Parent member self nomination form template](#)
- x [Parent member nomination form template](#)
- x [Nomination receipt form template](#)
- x [Ballot paper for annual general meeting template](#)
- x [Postal ballot form](#)