

Returning Officer

The Returning Officer is appointed by the Principal to manage the nomination and election (if required) process.

The returning officer is often the School Business Manager.

If the School Business Manager is a committee member, best practice is that they are not the returning officer for the Staff Representatives, another committee should be appointed by the Principal to manage the Staff nomination process.

The returning officer must:

1. Receive nominations for the committee
2. When no vote is required, declare the nominees elected
3. Where vacancies still exist, call for further nominations
4. If there are still vacancies, advice the committee so they can appoint members to fill the vacancy
5. If an election is required, manage the process
6. Publicise the election, including the candidates
7. Arrange for votes to be counted with one other person
8. Declare the poll results

The role of Returning Officer

1. Call for nominations, announcing the vacancies of the committee as determined by the committee (or the Principal if not determined 3 months prior to the AGM).
2. TASSO recommend sending home a nomination form with every family. DECYP have created a nomination form here:
https://documentcentre.education.tas.gov.au/_layouts/15/DocIdRedir.aspx?ID=TASED-1797567314-10108
3. If the nominations received matches or does not exceed the vacancies, the nominees are declared elected.
4. If there remain vacancies the Returning Officer calls for further nominations.
5. If the second call results in more nominees that matches or does not exceed the vacancies the nominees are declared elected.
6. If there are still vacancies the Returning Officer should inform the committee so they can appoint representatives.
7. If the nominees exceed the vacancies, the Returning Officer must hold a ballot.

N.B. If the vacancies are exceeded on the 2nd call, then only the nominees from the 2nd call are included on the ballot.

1. Ballot forms can be found here:
https://documentcentre.education.tas.gov.au/_layouts/15/DocIdRedir.aspx?ID=TASED-1797567314-10109
2. TASSO recommend that nominees provide a photo and a short summary of themselves to be included with the ballot form.
3. Ballots should be available for all members in the category to vote. All “parents” vote for their parent representatives on the committee. All staff vote for their staff representatives on the committee.
4. Ballots are counted by the Returning Officer and one other person.
5. Retain the ballot in case anyone objects and wishes to see the ballots.
6. The Returning Officer announces the elected representatives at the AGM.

Recommended for Returning Officers

TASSO recommends that the Returning Officer make a curtesy call to:

- The unsuccessful nominee(s) inviting them to attend the AGM and the committee meeting proceeding the AGM as an observer, and
- The successful nominee(s) requesting they attend the AGM, the committee proceeding the AGM and ask them to consider the positions of office bearers that will be determined at the committee meeting. Emailing TASSO's roles and responsibilities is recommended.