



## Completing a National Student Representative (NSR) Nomination Form How-to Guide

### Before You Start

Make sure you have:

- Your NZNO membership number
- Two current NZNO members enrolled at your nursing school who are willing to support your nomination (a proposer and a seconder).

Please note your proposer and seconder must be current NZNO members and students enrolled at your nursing school. They cannot be lecturers

### 1. Proposer Section

This is the first person supporting your nomination.

Fill in:

- **Proposer (print name):** Their full legal name
- **NZNO Number:** Their membership number
- **Signature:** They must sign the form (digital or handwritten)

*Tip: Double check their NZNO membership is current, or your nomination could be rejected.*

### 2. Seconder Section

This is the second person supporting your nomination.

Fill in:

- **Seconder (print name):** Their full legal name
- **NZNO Number:** Their membership number
- **Signature:** They must sign the form

*Tip: The proposer and seconder must be two different people.*

### 3. Nominee's Details (Your Information)

Write clearly in block letters if completing the form by hand.

Fill in each field:

- **NZNO Number:** Your membership number (must be current)
- **Surname:** Your last name
- **First Name(s):** Your full given names
- **Preferred Name:** What you like to be called (optional but helpful)
- **Tribal Affiliations:** Your iwi/hapū  
(Please note: you must have your iwi affiliations recorded on the NZNO database)

- **Postal Address:** Full mailing address
- **Town/City:** Your current city
- **Home Phone:** Optional (if applicable)
- **Mobile Phone:** Your main contact number
- **Email Address:** Use an email you check regularly

#### 4. Study Details

Provide your education information:

- **Institution:** Name of your school/university (e.g. your nursing or health training provider)
- **Year of Starting:** The year you began your current programme

#### 5. Final Signature

At the bottom of the form:

- **Signed:** You (the nominee) must sign the form
- **Date:** The date you completed and signed it

#### 6. Submitting the Form

Email

- Scan or take a clear photo of the completed form
- Send it to: [sandra.bayliss@nzno.org.nz](mailto:sandra.bayliss@nzno.org.nz)

#### 7. Final Checklist

Before sending, make sure:

- All sections are filled in
- All three signatures are included (proposer, seconder, and nominee)
- All NZNO numbers are correct
- Your contact details are accurate and clearly readable

### What Happens After You Submit

#### 1. Form Review

NZNO will check:

- That your membership, and those of your proposer and seconder, are current
- That the form has been completed correctly

#### 2. Nomination Outcome

- If you are the only applicant within the designated timeframe, you will be elected to the role

### **3. Selection or Election Process**

If multiple nominations are received, a vote will take place.

- You will be asked to provide a short bio outlining who you are and why you are interested in the role. You may be asked to give a short speech to student members at your nursing school as part of the election process.
- Voting may take place either in person or online. Guidance will be provided as to the voting process.

### **4. Notification of Outcome**

- You will be informed whether your nomination has been successful