

2019 Te Rūnanga o Te Rarawa Trustee Elections

This booklet contains information for candidates and nominators for the election of Marae Delegates to the Board of Te Rūnanga o Te Rarawa. The Marae Delegate elected by each Hapu Marae will serve as a Trustee for Te Rūnanga o Te Rarawa thereby forming the Iwi Council.

This is a guide with general information on the election. Should you require more information, do contact the Office of the Rūnanga on 09 4080141.

1. Board Meetings and Remuneration

Meeting Frequency

Meetings of the Board are usually held on the 3rd Wednesday of every month in Kaitaia, Far North. Meetings generally are a full day and Trustees are expected to be available to attend all meetings.

Board Quorum and Voting

To meet the quorum requirements of the Te Rūnanga o Te Rarawa Trust Deed (“**Trust Deed**”), at least one third of Trustees must be present for any meeting to discuss ordinary resolutions. Voting is by way of majority vote although consensus decision making is preferred.

Meeting Packs

Trustees shall receive documents prior to meetings via email and the Diligent Boards platform. Trustees are required to read these documents, consider the associated recommendations and to be able to participate in the discussions during the meeting.

Remuneration

Trustees are paid a Board attendance fee and travel for their services as Trustee. As required by the Trust Deed, all payments to Trustees are disclosed in the Annual Report.

Term of Office

Trustees are elected for a term of three years. Trustees may stand for re-election.

2. Independent Returning Officer

The role of the Independent Returning Officer is to conduct elections in accordance with the requirements of the Trust Deed. The Returning Officer oversees the election process and acts independently from the Rūnanga.

The Returning Officer is responsible for all systems, resources, policies, procedures and actions to ensure that the democratic process is carried out with utmost integrity, security and fairness for all parties.

3. Nominations

Key Dates

- Nominations open on **4 March 2019**.
- Nominations close at **12pm, 4 April 2019**.
- A **PUBLIC NOTICE** calling for nominations is enclosed as **APPENDIX I**.

Nomination Forms

Each nomination must be made on an official **NOMINATION FORM** that is enclosed as **APPENDIX II** or can be accessed by email: elections@terarawa.co.nz; downloaded from the website: www.terarawa.iwi.nz; by telephone (09) 4080141 or calling into the office at 16 Matthews Ave, Kaitaia.

Eligibility

The Rūnanga Board requires one Trustee representative from each of the following marae:

1. Korou Kore
2. Manukau
3. Matihetihe
4. Morehu
5. Motuti
6. Ngai Tupoto
7. Ngati Manawa
8. Ohaki
9. Owhata
10. Pateoro
11. Pikiparia
12. Rangikohu
13. Roma
14. Tauteihiihi
15. Taiao
16. Te Arohanui
17. Te Kotahitanga
18. Te Rarawa
19. Te Uri o Hina
20. Waihou
21. Wainui
22. Waiparera
23. Waipuna

Please note that as there has been a recent by-election for Te Rarawa marae, they will be excluded from this voting process.

To be eligible to stand in this election, candidates must:

- be an adult (18 years or older) member affiliated to Te Rūnanga o Te Rarawa as at 12 noon on **4 April 2019**;

- have indicated their primary hapū marae that they wish to seek election from within the registration database held by Te Rūnanga o Te Rarawa;
- complete and return the official Nomination Form before the close of nominations;
- complete and return with 2 forms of identification, **Police Vetting** form enclosed as **APPENDIX III**.
- have an affiliated adult member with Te Rūnanga o Te Rarawa support their nomination by completing and signing the Nomination Form.
- fulfil the requirements listed in the Trust Deed, namely, any nominee must not:
 - (a) *be of unsound mind, or a person in respect of whose affairs an order under the Protection of Personal and Property Rights Act 1988 is made, or otherwise becomes unfit or unable to act as a Trustee;*
 - (b) *be bankrupt; or*
 - (c) *have been convicted of an offence:*
 - a. *Involving dishonesty as defined in section 2(1) of the Crimes Act 1961; or*
 - b. *Under section 373(4) of the Companies Act 1993; or*
 - c. *Involving a sexual crime under sections 127 to 144 of the Crimes Act 1961; or*
 - d. *Of a serious violent nature against another person.*

There are some other desirable skills and attributes as set out in the Ideal Person Specification, which is annexed at **APPENDIX IV** to this booklet.

Lodgement of Nomination Form

Nominations close at 12 noon, 4 April 2019

- Nomination Forms must be received by the Office of the Rūnanga no later than the above time and date. Any nominations received after 12 noon on **4 April 2019** will be invalid and will not be processed.
- Nomination Forms should be received by the Office of the Rūnanga in the first instance. Delivery address options are included on the Nomination Form.
- Email to elections@terarawa.co.nz is the preferred delivery method.

Once lodged, nominations are checked against the Rūnanga Tribal Register to ensure the candidate and nominator(s) are valid registered members.

Should a Nomination Form be lodged late on the day nominations close and is not in accordance with the above, and there is insufficient time to correct the nomination, the nomination will be considered invalid.

Please do not leave lodging your nomination to the last minute.

Te Rūnanga o Te Rarawa will email or give phone confirmation of an accepted nomination to each candidate within 24 hours of the Nomination Form being received. If you have not received a message confirming receipt of your Nomination within 24 hours of submission, please call the Office of the Rūnanga on 09 4080141 to confirm.

Processes After the Close of Nominations

If more than one nomination is received for any hapū marae, an election process will follow. A list of the confirmed candidates and subsequent election details will be advertised as soon as possible and candidates will be notified accordingly.

4. Candidate Profiles

Where an election is required, the Rūnanga require candidates to provide a written profile and photo (head and shoulders) to accompany their Nomination Form. These will be collated by the Returning Officer and forwarded to adult registered members with their voting papers.

Candidate Profile Statements:

- **Must** not exceed 250 words in total (excluding the candidate's name, address and contact details)
- **Must** be plain text (in English or Māori).
- **Must** be confined to information concerning the candidate, and the candidate's policies and intentions if elected
- **Must** include a recent (i.e. less than one year old) head and shoulders photograph of the candidate **only** (i.e. not part of a group). Photos should preferably be in an electronic format (scanned as a jpg attachment on email), but hard copy photos will be accepted and will be scanned by the Office of the Rūnanga.
- Photos will be printed in black and white only but can be supplied in colour.

Queries

Any queries regarding candidate profiles or other parts of the election process should be directed to the Office of the Rūnanga: 09 4080141.

Please note that you will be contacted if a candidate profile is required. If there is only one nomination (and no election is required), there will be no requirement to submit a profile. Notwithstanding this, all nominees must complete the Nomination Form, which requires a brief statement containing details of experience relevant to the position. This is separate to the Candidate Profile that will be sent to all adult registered members with voting papers.

5. Eligibility to Vote

Voting papers will be sent to all adult members on the Rūnanga Tribal Register. To register or update contact details, please contact the Office of the Rūnanga on 09 4080141 or email elections@terarawa.co.nz.

If you are not registered on the Rūnanga Tribal Register, registrations can be accepted up to the date of the election hui.

6. Campaigning and Vote Processing

Campaigning

Campaigning can be undertaken on the following basis:

- Campaigning can commence at any time;
- If a candidate chooses to undertake advertising as part of their campaigning, advertising costs are the responsibility of the candidate;
- Advertising material should not include any Te Rūnanga o Te Rarawa or their associated subsidiaries (Te Waka Pupuri Putea and Te Rarawa Anga Mua) logos or branding;
- No election material can contain any untrue statement defamatory of any candidate and be calculated to influence the vote of any elector;
- Voting papers are **not** permitted to be collected from electors by candidates or persons on their behalf. Each elector is required to post or deliver his or her own voting paper to the Independent Returning Officer

(or exercise their own vote electronically if they choose that voting method).

Electoral Rolls

The Electoral Roll (being the list of adult members on the Rūnanga Tribal Register) is not available to candidates for electioneering purposes.

Vote Processing and Election Results

Processing of voting papers will be carried out by an Independent Returning Officer. Postal voting papers should be returned in the reply freepost envelope to the Independent Returning Officer.

Voting papers, and candidate profiles will be sent to all adult registered beneficiaries, there will also be the opportunity to vote, by ballot box on the day of the election hui.

All results will be announced at the Annual General Meeting for Te Rūnanga o Te Rarawa to be held on **Saturday, 25 May 2019** and then posted on the Iwi website.

Scrutineers

There is no provision for candidates to appoint Scrutineers.