

Rangikohu Marae Delegate Election

This booklet contains information for candidates and nominators for the election of Marae Delegates and Alternate 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 Corporate Trustee.

This is a guide with general information on the election. Should you require more information, do contact the Office of the Rūnanga on **0800 836 72642**.

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 Stellar Board 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 **2 March 2023**.
- Nominations close at **2 April 2023**.
- 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; from the website: <https://www.terarawa.iwi.nz/elections-information/> by telephone **0800 836 72642** or calling into the office at 16 Matthews Ave, Kaitaia.

Eligibility

The Rūnanga Board requires one **Marae Delegate** for:

1. Rangikohu Marae

And one **Alternate Marae Delegate** for:

2. Korou Kore Marae

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 4pm on **18 May 2022**;
- 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 4pm, 2 April 2023.

- Nomination Forms must be received by the Office of the Rūnanga no later than the above time and date. Any nominations received after **4pm, 2 April 2023** will be invalid and will not be processed.
- Nomination Forms should be received by the Office of the Rūnanga or the Secretary of the relevant hapū marae. 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 **0800 836 72642** 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 and then posted on the Iwi website.

Scrutineers

There is no provision for candidates to appoint Scrutineers.

APPENDIX I



TE RARAWA

CALL FOR NOMINATIONS FOR

RANGIKOHU MARAE (HEREKINO) DELEGATE

AND

KOROU KORE MARAE (AHIPARA) ALTERNATE MARAE DELEGATE

As an affiliated registered member of Te Runanga o Te Rarawa, please be notified that nominations are now called for:

- 1 Marae Delegate for Rangikohu Marae (Herekino)
- 1 Alternate Marae Delegate for Korou Kore Marae (Ahipara)

To the Board of Te Rūnanga o Te Rarawa.

Nominations must be made on an official nomination form, which can be obtained from Te Rūnanga o Te Rarawa by phoning **0800 836 72642** or emailing **elections@terarawa.co.nz**. Each nomination must be signed by the candidate, one nominator and validated by their hapū marae.

Where more than two valid nominations are received, an election will be held amongst the registered adult members for Rangikohu Marae (Herekino) and Korou Kore Marae (Ahipara) by post, email or ballot box at the marae election meeting. Details of any required Election Meetings will be published following the receipt of all nominations.

Further details about the elections, including the Ideal Person Specification for Elected Delegates and the requirements for nominations can be found at <https://www.terarawa.iwi.nz/elections-information/>
Nominations close at **4.00pm on Sunday, 2 April 2023**.

SPECIAL GENERAL MEETING

The successful applicant will be announced at a Special General Meeting for Te Rūnanga o Te Rarawa. Notice for the Special General Meeting will be advertised at a later date.

REGISTRATION

Te Rūnanga o Te Rarawa invites anyone who has not already done so, aged 18 years and over and with Te Rarawa whakapapa, to apply to be included on the affiliation database by clicking the following link:

[Join Us | Te Rūnanga o Te Rarawa](#)

RANGIKOHU MARAE DELEGATE NOMINATION

NOMINATION AS A MARAE DELEGATE FOR RANGIKOHU MARAE

***PLEASE NOTE:** This form must be completed and returned to Te Rūnanga o Te Rarawa. To complete any part of this form you must be of Te Rarawa descent, at least 18 years of age and registered with Te Rūnanga o Te Rarawa.

NOMINATOR MUST COMPLETE THIS PART OF THE FORM

NOMINATOR TE RARAWA IWI MEMEBERSHIP NUMBER: _____

Full name: _____

Address: _____

Phone number: _____

I hereby nominate: _____

Signature: _____

NOMINEE MUST COMPLETE THIS PART OF THE FORM

NOMINEE TE RARAWA IWI MEMEBERSHIP NUMBER: _____

Full name: _____

Date of birth: _____

Address: _____

Phone number: _____

Affiliate Hapū Marae _____

I hereby accept nomination as a candidate for election as a delegate for Rangikohu marae.

DECLARATION

I declare that I am not precluded from holding office as an Elected Delegate because of any matters referred to below (refer to clause 3.51 of the Trust Deed):

- Being of unsound mind, or a person in respect of whose affairs an order an order under the Protection of Personal Property Rights Act 1988 has been made; or

APPENDIX II

RANGIKOHU MARAE DELEGATE NOMINATION

- Being a bankrupt who has not obtained a final order of discharge, or whose final order of discharge has been suspended for a term not yet expired, or is subject to a condition not yet fulfilled; or
- Having ever been convicted of an offence involving dishonesty as defined in section 2(1) of the Crimes Act 1961; or
- Having ever been convicted of an offence under section 374(4) of the Companies Act 1993; or
- Having ever been convicted of an offence involving a sexual crime under sections 127 to 144 of the Crimes Act 1961; or
- Having ever been convicted of an offence of a serious violent nature against another person.

Signed by Nominee _____ Date _____

RANGIKOHU MARAE VALIDATION

(Chair, Secretary or Treasurer)

Marae Validator 1:

<i>Name</i>	<i>Role</i>	<i>Signature</i>
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Marae Validator 2:

<i>Name</i>	<i>Role</i>	<i>Signature</i>
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CHECKLIST

Before you send in your nomination form please ensure that you have provided the following:

- Nominee profile:
 - **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.
- Police vetting form with 2 forms of identification.

PLEASE RETURN THIS COMPLETED FORM AND ANY ACCOMPANYING DOCUMENTS TO THE OFFICE OF THE RŪNANGA, PO BOX 361, KAITAIA OR BY EMAIL: elections@terarawa.co.nz.

Section 1: Approved Agency to complete

(For more information please see the [Guide to Completing the Consent Form](#) -

<http://www.police.govt.nz/advice/businesses-and-organisations/vetting/forms-and-guides>)

Name of Approved Agency submitting vetting request:

Name of Applicant to be vetted:

Description of Applicant's role:

Applicant's purpose

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Employee | <input type="checkbox"/> Contractor/Consultant | <input type="checkbox"/> Volunteer | <input type="checkbox"/> Prosecution |
| <input type="checkbox"/> Vocational Training | <input type="checkbox"/> Licence/Registration | <input type="checkbox"/> Visa/Work Permit | <input type="checkbox"/> Other |

What group(s) will the applicant have contact with in their role for your agency?

- | | | | |
|---|----------------------------------|--|--------------------------------|
| <input type="checkbox"/> Children/Youth | <input type="checkbox"/> Elderly | <input type="checkbox"/> Other Vulnerable Adults | <input type="checkbox"/> Other |
|---|----------------------------------|--|--------------------------------|

What is the applicant's primary role for your agency?

- | | | | |
|--|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Caregiving (Children) | <input type="checkbox"/> Caregiving (Vulnerable adults) | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Education |
| <input type="checkbox"/> Other | | | |

Is this request mandatory under the Vulnerable Children Act 2014 (VCA)?

- | | |
|--|--|
| <input type="checkbox"/> Yes (VCA Core Worker) | <input type="checkbox"/> Yes (VCA Non-Core Worker) |
| <input type="checkbox"/> No (mandatory under other legislation/optional/standard Police Vet) | |

If this is a mandatory Vulnerable Children Act request, please specify the check reason below:

- | | |
|--|---|
| <input type="checkbox"/> New Children's Worker | <input type="checkbox"/> Existing Children's Worker |
| <input type="checkbox"/> VCA Renewal | |

Evidence of Identity (to be completed by agency representative/delegate or identity referee - see [guide](#) for details)

- A primary ID has been sighted (Mandatory – see the [guide](#) for further details)
- A secondary ID has been sighted (Mandatory – see the [guide](#) for further details)
- One form of ID is photographic (Mandatory – see the [guide](#) for further details)
- Evidence of name change has been sighted (if applicable)

OR: If your organisation is able to accept a verified RealMe identity then:

- An assertion of a RealMe identity has been received (see [guide](#) for further information).

In making this request, I confirm that:

- ✓ I have complied and will comply with the [Approved Agency Agreement](#)
- ✓ I am satisfied with the correctness of the applicant's identity
- ✓ I have obtained the Applicant's authorisation to submit this vetting request as set out in section 3 of this form

Approved Agency Authorised Representative:

Name: _____ Date: _____

Signature: _____ Electronic Signature

Name of Approved Agency submitting vetting request:

Section 2: Applicant to complete and return to Approved Agency

**Denotes a mandatory field*

Personal Information

Details (note: the name you are most commonly known by is your primary name)

*Family name (Primary):

Given name(s):

*Gender: (M) (F) (Other)

*Date of birth:
 (dd/mm/yyyy)

Place of birth:
 (Town/City/State)

*Country of birth

NZ Driver Licence
 number:

Previous names: If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name	First name	Middle names
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent Residential Address

*Number/Street:

Suburb: Post Code:

*City/Town/
 Rural District:

Vetting Service Request & Consent Form

Section 3: Applicant to complete and return to Approved Agency

Consent to release information

1. The New Zealand Police may release **any** information they hold relevant to the purpose of this vetting request. This includes:
 - Conviction histories and infringement/demerit reports
 - Active charges and warrants to arrest
 - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
 - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
 - Information regarding family violence where I was the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - Information subject to name suppression where that information is necessary to the purpose of the vet
2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
 - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
 - b. Section 31(3) of the Vulnerable Children Act 2014 applies to this request (safety checks of core children’s workers).
 - c. The vetting request is made by an individual for the purpose of an overseas Visa/Work Permit as a Privacy Act request authorising the vetting result to be provided directly to the relevant embassy, high commission or consulate.

Please see the [guide](#) for more information regarding the Clean Slate legislation.

3. The Police Vetting Service may disclose new relevant information to the Approved Agency after the completion of the Police Vet in the following circumstances:
 - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - The Police Vetting Service has ascertained that the purpose of the Police vet (e.g. employment role) still exists.

The Vetting Service will endeavour to notify you prior to the disclosure.

4. Information provided in this consent form may be used to update New Zealand Police records.
5. I am entitled to a copy of the vetting result released to the Approved Agency (to be provided by the agency) and can seek a correction by contacting the Vetting Service.
6. The Approved Agency will securely dispose of this consent form, copies of identification documents and the vetting result within 12 months of receiving the result unless a longer retention period is required by legislation.
7. I may withdraw this consent, prior to Police’s disclosure of the vetting result, by notifying the Approved Agency.

For further information, please see the [Guide to Completing the Consent Form](#).

Applicant’s Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability at any time.

Name: _____ Date: _____

Signature: _____ Electronic Signature

APPENDIX IV

Ideal Person Specification for Alternate Marae Delegate

(as required under Schedule 2: clause 2.5 of the Trust Deed)

Role of the Alternate Marae Delegate:

The Rūnanga is built on a foundation of marae representation. The marae delegate has an integral role in the Iwi structure. The marae delegate and alternate marae delegate role is to represent the hapū marae at the Rūnanga and to act as a conduit for information between the hapū marae community and the Iwi organisation.

The role of the Alternate Marae Delegate shall be:

- a. to replace the Marae Delegate and be recorded as the new Marae Delegate in accordance with paragraph 2.14 (Vacancy of Marae Delegate) of Schedule 2 of the Trust Deed for Te Rūnanga o Te Rarawa, for that Hapū Marae for the balance of that Marae Delegate's term.
- b. To attend meetings and cast proxy votes on behalf of the Marae Delegate where the Marae Delegate is unable to attend a Trustee meeting. The Marae Delegate must notify the Secretary of the Rūnanga that they are appointing the Alternate Delegate as proxy before the commencement of any meeting.

Legal requirements:

It is essential that the delegates are Affiliated Adult Te Rarawa Member, pursuant to the Trust Deed. This means that the person must be on the existing database of Te Rarawa Members.

It is also essential that the delegate is not precluded from holding office. This will occur if the delegate:

- Is of unsound mind, or a person in respect of whose affairs an order under the Protection of Personal Property Rights Act 1988 has been made; or
- Is bankrupt and who has not obtained a final order of discharge, or whose final order of discharge has been suspended for a term not yet expired, or is subject to a condition not yet fulfilled; or
- Has ever been convicted of an offence involving dishonesty as defined in section 2(1) of the Crimes Act 1961; or
- Has ever been convicted of an offence under section 374(4) of the Companies Act 1993; or
- Has ever been convicted of an offence involving a sexual crime under sections 127 to 144 of the Crimes Act 1961; or
- Has ever been convicted of an offence of a serious violent nature against another person.

Tikanga requirements (to be determined and validated by hapū marae):

- Can whakapapa to the hapū marae
- Active involvement is verified by the hapū marae
- Resides in Aotearoa.
- Knowledge of Te Reo Māori me ona Tikanga
- Reports back regularly to their hapū marae and attends marae meetings.
- Is available during the working week to attend regular Rūnanga meetings and hui.

APPENDIX IV

- Attends all scheduled Rūnanga meetings during a delegate's term.
- Does not have any conflicts of interest that prevent them from carrying out their role
- Must become familiar with the terms of the Trust Deed and act in accordance with the terms of the Charter
- Is able to understand and interpret financial reports
- Has knowledge and experience of the obligations of a trustee and the underlying principles of trusteeship
- Be willing to undertake Police Vetting that aligns with the Vulnerable Children's Act requirements

APPENDIX IV

Attributes:

- Actively participates in and contributes to Rūnanga discussions
- Expresses opinions that reflect their Marae views
- Has an understanding of Māori values and knowledge including Te Rarawa history, traditions and stories on which they are based.
- Ability to lead the organisation in its understanding of and respect for tikanga
- Ability to inspire the organisation to apply Māori concepts and frameworks to their decision making
- Encourages group decision-making and shared sense of purpose
- Ability to create a compelling vision for the organisation and inspire others to support that vision.
- Ability to take a proactive approach to problem resolution and to manage risk and uncertainty.
- A strong grasp of key trends and issues facing the organisation and Te Rarawa
- Ability to develop long and short-term strategies and plans