



Muaūpoko Tribal Authority

2018 General Election of Board Members

Candidate Handbook

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2018 Board Member Elections

This booklet outlines information which may be of interest to members and candidates for the 2018 Election of vacant Ordinary Board Member and Alternate Board member representative positions for the Board of Trustees for Muaūpoko Tribal Authority Incorporated (MTA).

This handbook has been prepared as a guide to assist possible nominators and candidates as well as others interested in the Election process. Candidates or other persons requiring more detailed information should contact the Returning Officer:

Josephine Bird

Mobile: 0221942057

Email: josephineleebird@gmail.com

Board Meetings and Rules

Meeting Frequency

The Board's ordinary meetings are held on the third Monday of every month at the MTA office at 306 Oxford Street, Levin. The meetings start at 6.00pm. Members are required to attend all meetings.

Board Quorum and Voting

To meet the quorum requirements of the rules, a majority of Trustees must be present for any meeting. Quorum is having a Representative from 5 of the 7 Hapū.

Voting is by way of majority vote.

Meeting Packs

Before each meeting members receive their meeting pack via email and are required to read the reports, consider the associated recommendations and participate in the discussions during the meeting.

Remuneration

There is currently no remuneration for Board Meeting attendance; however there are occasions where specific projects are able to fund or provide remuneration for Board member involvement in recognition of the work involved. In need, reasonable mileage can be claimed for attendance at monthly Board Meetings.

Term of Office

The MTA rules stipulate that the objective for the effective governance of MTA is best achieved by the rotation of Board Members over a 3 year cycle.

Those candidates elected to ordinary vacancies on the Board for this election will hold office for either a 3 year or an 18 month term, dependent on which Hapū vacancy is being filled.

2018 Current Board Positions:

	<u>3year</u>	<u>18 month</u>	<u>Alternate (3year)</u>
Ngati Hine	Tim Tukapua	Vacant	Tracey White
Ngati Pariri	Jon Proctor	Vacant	Pristine Burke
Ngarue	Vacant	Vacant	Vacant
Tamairangi	Vacant	Vacant	Vacant
Punahau	Marokopa Wiremu-Matakatea	Vacant	Vacant
Ngai Te Ao	Sillena McGregor	Vacant	Vacant
Whanokirangi	Nina Hori Te Pa (Chairperson)	Vacant	Vacant



Returning Officer

The role of the Returning Officer (RO) is to conduct the election in accordance with the requirements of the MTA rules, as well as in accordance with standard election management practices.

The Board has appointed **Josephine (Jo) Bird** as the Returning Officer. This means the RO will be handling the administrative matters pertaining to the election – in line with MTA rules.

Jo has experience in conducting the election process for Muaūpoko Tribal Authority Inc. having conducted the 2016 Election process.

Subject to the statutory regulations the RO has complete and final control over how the election process is carried out. The RO is engaged by the Board, but does not take direction from the Board

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

Queries regarding the actions or performance of the RO for MTA should be directed to the CEO, Di Rump, phone (06) 367 3311.

Nominations

Key Dates

- Nominations open on **Wednesday 17th January 2018**.
- Nominations close at **5pm Wednesday 31st January 2018**.
- A public notice calling for nominations will appear in both The Chronicle & Dominion Post on **Wednesday 17th January 2018**.

Nomination Forms

Each nomination must be made on the appropriate official nomination form. Nomination forms are available from the Returning Officer, Jo Bird:

Phone: 022 194 2057

Email: mtareturningofficer@gmail.com

Post: Returning Officer, PO Box 1080, Levin

Nomination forms can also be requested via the MTA office – Ph. (06) 367 3311 or downloaded from the MTA website www.muaupoko.iwi.nz.

Eligibility

To stand in this election candidates must:

- complete and return the official nomination form (including short bio section); and
- be aged over 18; registered with MTA for the hapū electorate they wish to stand for; and
- have two adult members who are also registered and verified with MTA for the hapū electorate you wish to stand for support your candidacy
- Candidate meets the conditions required of a Board Member. I.e. Candidate is not prevented from appointment by the following items listed under section 21 of the MTA rules.

21 Ceasing to be a Board member

21.1 A person shall cease to be a Board Member if he or she:

- (a) shall have been in office for more than three (3) years since his or her election;
- (b) resigns or retires by written notice to the other Board Members;
- (c) dies;
- (d) fails to attend more than three (3) consecutive Meetings or Board Meetings without reasonable excuse;
- (e) is a bankrupt who has not obtained a final order of discharge or whose order of discharge has been suspended for a term not yet expired, or is subject to a condition not yet fulfilled, or to any order under section 111 of the Insolvency Act 1967;
- (f) is a person who has been convicted of any offence punishable by a term of imprisonment of two (2) or more years;
- (g) is a person who is disqualified from being a director of a company under section 199K of the Companies Act 1955 or section 382 of the Companies Act 1993;
- (h) is a person in respect of whom an order has been made under section 199L of the Companies Act 1995 or section 383 of the Companies Act 1993;
- (i) is a person who is mentally disordered within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992; or
- (j) is a person who is subject to a property order made under section 30 or section 31 of the Protection of Personal and Property Rights Act 1988.

Alternates

The second highest polling candidate in any hapū electorate election will become the Alternate for that hapū if the elected Board Member for that hapū is not available to undertake their duties for any reason.

The Alternates will be contacted by their Hapū Representative – or if requested - Muaūpoko Tribal Authority administration, if they are required to exercise any duties on behalf of the hapū.

Lodgment of Nomination Forms

Nominations close at 5pm Wednesday 31st January 2018.

- Nomination forms must be received in the hands of the Returning Officer no later than the above time and date. Any nominations received after **5pm Wednesday 31st January 2018** will be invalid and will not be processed.
- Nomination Forms **can** be mailed in the pre-paid envelope provided with Voting Papers to the Returning Officer, PO Box 1080, Levin. However should they be **received after** the close of nominations, the nomination is invalid. Bex I don't understand this – how will people get a provided with a pre-paid envelope in the nomination process?

Once lodged, nomination forms are checked to ensure the candidate and nominators are adult registered members of MTA, and the appropriate hapū affiliations.

Each candidate is encouraged to submit a profile statement and if possible a recent photo with the completed nomination form (see page 5 for further details on the format of candidate profile statements and photos).



The lodgment of nomination forms should **not** be left to the last minute. Should a nomination paper be lodged late on the day nominations close, and be incorrectly completed or refer to an ineligible nominator, there may be insufficient time to correct the situation and the nomination paper could be invalidated.

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

The Returning Officer will email or give phone confirmation of an accepted nomination to each candidate as soon as the nomination paper is verified.

Processes after the Close of Nominations

If more than one candidate is nominated for any Hapū electorate position, an election will be required. Voting papers will be distributed by mail to registered members of those hapū on **Monday 5th February 2018**. Voting will close at **5pm on Friday 6th March 2018**.

Candidate Profiles

The MTA Board encourages candidates to provide a short bio/profile and photo with their nomination form. In the event an election is required, these are collated by the Returning Officer and forwarded to registered members with the voting papers.

Candidate Profile Statements

- **Must not** exceed 150 words in total (excluding the candidate's name)
The word limit will be strictly enforced
- Must be plain black on white text (in English or Māori), but special formatting (macrons, bold, italics, underlining, quote marks, etc.) is permitted
- **Must** be confined to information concerning the candidate, and the candidate's policies and intentions if elected
- **May** include a recent (i.e. Preferably less than one year old) 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 at 300 dpi by the Returning Officer. Photos will be printed in black and white only but can be supplied in colour. **(N.B. hard copies of photos will not be returned to candidates).**

Queries

Any queries regarding candidate profiles or other parts of the election process should be directed to the Returning Officer on 022 194 2057

Eligibility to Vote

In the event an election is required, voting papers will be sent to all adult members of the hapū electorates requiring an election who are registered with MTA, and who have current contact details. To register or update contact details all registered members or those seeking to register can: Ring or email the MTA office – Ph. (06) 367 3311 or email admin@muaupoko.iwi.nz. Alternatively registration forms can be downloaded from the MTA website www.muaupoko.iwi.nz

Registrations for this election can be accepted up to the close of voting at 5pm on Friday 6th of March 2018



Campaigning and Vote Processing

Campaigning

In the event an election is required, campaigning can be undertaken on the following basis:

- Campaigning can commence at anytime;
- If a candidate chooses to undertake advertising as part of their campaigning, those advertising costs are the responsibility of the candidate. There is no monetary limit for campaigning costs;
- Advertising material should not include any MTA 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;
- No election material may contain an imitation voting paper which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contain such direction or indication likely to influence the voter;
- 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 Returning Officer (or exercise their own vote electronically if they choose that voting method).

Any acts committed by candidates that constitute criminal offences will be referred to the Police for their action.

Electoral Rolls

The Electoral Roll (being the list of registered members within each hapū electorate) is not available to candidates for electioneering purposes.

Vote Processing and Election Results

The processing of the voting papers is being carried out by Josephine Bird. Postal voting papers should be returned in the reply freepost envelope to the Returning Officer.

Throughout the voting period the voting papers will be opened and processed by only Jo Bird as Returning Officer.

The election results will be available as soon as all special voting papers have been checked. It is hoped this will be completed by at the latest **Monday 12th March 2018**. The Returning Officer will email the election results to the candidates as soon as they are available, as well as to the Muaupoko Administrator who will post the results on the MTA website and also The Chronicle & Dominion Post.

Scrutineers

There is no provision in the MTA rules for candidates to appoint scrutineers.