



# *Muaūpoko Tribal Authority*

## **2024 General Election of Board Members**

### **Candidate Handbook**

## Contents

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Board Meetings and Rules	2
Meeting Frequency	2
Board Quorum and Voting	2
Meeting Packs	2
Remuneration	2
Term of Office	2
Attendance	2
Current Board Positions 2024	3
Returning Officer	3
Nominations	3
Key Dates	3
Nomination Forms	3
Eligibility	3
Alternates	4
Lodgement of Nomination Forms	5
Election Process	5
Candidate Profiles	5
Candidate Profile Statements	5
Queries	5
Eligibility to Vote	6
Vote Processing and Election Results	6
Scrutineers	6



# 2024 Board Member Elections

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This booklet outlines information which may be of interest to members and candidates for the 2024 Election of vacant Ordinary Board Member and Alternate Board member representative positions for the Board of Trustees for Muaūpoko Tribal Authority Incorporated (MTA).

## Board Meetings and Rules

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### **Meeting Frequency**

The Board's ordinary meetings are held on the fourth Monday of every month at the Registered office of Muaūpoko Tribal Authority, 306 Oxford Street, Taitoko (Levin). Meetings start at 6.00pm.

### **Board Quorum and Voting**

To meet the quorum requirements of the rules, a majority of Board members must be present for any meeting. Quorum requires a Representative from 5 of the 7 Hapū to be present.

Voting is by way of majority vote.

### **Meeting Packs**

Before each meeting members receive their meeting pack via Microsoft Teams access. (Training will be given to new Board Members where required). Board members 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 reasonable mileage/travel can be claimed for attendance at monthly Board Meetings, according to the MTA Governance policy.

### **Term of Office**

The Muaūpoko Tribal Authority 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.

### **Attendance**

Elected Board members are required to attend all meetings. If unable to attend, members are to arrange for the other elected Hapū representative or alternate to attend in their place. It is also expected that Board members who cannot attend hui ensures that the attending Hapū rep has accessed and read all Board papers/pre reading— please see clause 21.1 (d) and clause 25



	<b>3-year Term</b>	<b>18 Month Term</b>	<b>Alternate (3 years)</b>
Ngati Hine	Tracey White	Vacant	Vacant
Ngati Pariri	Jon Proctor	Vacant	Vacant
Ngarue	Vacant	Pirihira Robinson	Vacant
Tamarangi	Vacant	Vacant	Vacant
Punahau	Marokopa Matakatea	Simon Kuiti	Vacant
Ngai Te Ao	Sillena McGregor	Vacant	Vacant
Whanokirangi	Bryan Keelan	Vacant	Vacant

## Returning Officer (RO)

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

## Nominations

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### Key Dates

Nominations open on **Friday, 23<sup>rd</sup> August 2024.**

Nominations close **5.00 pm on Friday, 6<sup>th</sup> September 2024.**

A public notice calling for nominations will appear in the Daily and Regional newspapers.

Each nomination must be made on the appropriate official nomination form: Nomination forms are available from:

E: [returningofficer@muaupoko.iwi.nz](mailto:returningofficer@muaupoko.iwi.nz)

P: Muaūpoko Tribal Authority Reception (06) 3673311

Muaūpoko Tribal Authority Website [www.muaupoko.iwi.nz](http://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; and
- Be registered with Muaūpoko Tribal Authority for the hapū electorate they wish to stand for; and
- Be supported by two adult members who are also registered and verified with MTA the hapū electorate you wish to stand.
- Meet 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.



### **21.1 Ceasing to be a Board member**

#### **A person shall cease to be a board member if he/she**

- a) Shall have been in office for more than three (3) years since his/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 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) in 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/Amendment 2007.

### **Elected Board Members vs Alternates**

#### Results of Hapū elections

- a) The nominee who is the highest polling candidate shall be appointed as the Board Member for the relevant Hapū and appointed to the vacant office for three (3) years.
- b) The nominee who is the second highest polling candidate shall be elected as the Board Member for the relevant Hapū and appointed to the vacant office for eighteen (18) months.
- c) The nominee who is the third highest polling candidate shall be appointed as the alternate for the relevant Hapū in accordance with Rule 19 for three (3) years.



## Lodgment of Nomination Forms

**Nominations close Friday 6<sup>th</sup> of September at 5.00 pm.**

- Nomination forms must be received in the hands of the Returning Officer no later than the above time and date. Any nominations received after **5 pm Friday 6<sup>th</sup> September 2024, or Postmarked after that date**, will be invalid and cannot be processed.
- Nomination Forms **can** be mailed to The Returning Officer, P.O Box 225, Taitoko. (Levin)
- Emailed to [returningofficer@muaupoko.iwi.nz](mailto:returningofficer@muaupoko.iwi.nz).
- Or placed into the registered office of Muaūpoko Tribal Authority in an sealed envelope addressed to The Returning Officer. Locked Ballot Box held at the MTA office for this purpose. The only person with access is the Returning Officer.

However, should nomination forms be **received after** the closing date/time above, these will be invalid and cannot be processed.

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

The Returning Officer will email (or phone where an email address is not Available) 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 **Thursday, 19<sup>th</sup> September 2024**. Where there Hapū election is to be by postal vote then, Voting will close on **Thursday, 17<sup>th</sup> of October at 5.00 pm**.

# Candidate Profiles

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The Muaūpoko Tribal Authority 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

- To not exceed 150 words in total (excluding the candidate's name)  
The word limit will be strictly enforced
- To be black text on white paper (in English or Māori), but special formatting (macrons, bold, italics, underlining, quote marks, etc.) is permitted
- To 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 and can be requested to be returned by the returning officer.



## Eligibility to Vote

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In the event an election is required, voting papers will be sent to all adult members as per the constitution (18 Years and over) of the hapū electorates requiring an election who are registered with Muaūpoko Tribal Authority, and who have current contact details.

To register or update your details all registered members or those seeking to register can: phone the registered office of Muaūpoko Tribal Authority on (06) 367 3311 or email [admin@muaupoko.iwi.nz](mailto:admin@muaupoko.iwi.nz)

Alternatively, registration forms can be requested from The Muaūpoko Tribal Authority website [www.muaupoko.iwi.nz](http://www.muaupoko.iwi.nz)

Registrations for this election can be accepted up to the close of voting on **Thursday, 17<sup>th</sup> October 2024 at 5.00pm.**

## Vote Processing & Election Results

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### **Vote Processing and Election Results**

A declaration from the Returning Officer stating the number of voting papers received, the number of votes given to each nominee, the number of provisional votes counted, the number of provisional votes confirmed/and or rejected in accordance with Rule 9.5 (b) and the number of voting papers rejected as informal.

The Returning Officer will advise the sitting Board Members in writing of the successful candidates.

The Chairperson of the Board will then notify the successful candidates.

### **Scrutineers**

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