



Introduction

This sheet outlines information for the election of two Trustees for the Mana Ahuriri Trust, following the retirement of Heitia Hiha and Rangi Spooner on 17 February 2017.

It has been prepared as a guide to assist members and potential candidates with general information on the election process.

Candidates or members requiring more detailed information should contact electionz.com on 0800 666 041 or iro@electionz.com

Trust Details

Mana Ahuriri Trust is created by Trust Deed dated 24 September 2016 and the Second Schedule to the Trust Deed sets out the rules for the retirement and election of trustees. A copy of the Trust Deed is available on our website www.mana-ahuriri.maori.nz (under the Documents tab).

Trustees are also subject to the law governing trusts. It is very important that before anyone considers accepting nomination as a Trustee, that they familiarise themselves with the Trust Deed and the duties Trustees owe.

Trustees

The Trust is governed by up to nine (9) Trustees. A retiring Trustee can stand for re-election if they choose.

The two Trustees who have retired were "initial Trustees" and the two Trustees who replace them will also be initial Trustees.

This means all nine Trustees will be subject to the retirement and rotation of initial Trustees provisions in clause 4.2 of the Second Schedule to the Trust Deed (4 initial Trustees to retire at end of the AGM in the first financial year after the settlement date, and the other 5 at the end of the AGM in the second financial year after the settlement date).

Board Meetings and Remuneration

Meeting Frequency

The Trust's ordinary meetings are generally held on a monthly basis at the Waghorne Street, Ahuriri, Napier offices. The meetings may last for up to three hours. From time to time additional meetings may be called by the Chair.

Trustees are expected to attend all meetings and to come to the meetings prepared.

Board Quorum and Voting

To meet the quorum requirements of the Trust Deed, at least 50 per cent of Trustees must be present in person for any meeting to discuss ordinary resolutions.

Voting is by way of majority vote and the Chair does not have a casting vote.

Meeting Preparation

Before each meeting Trustees receive their meeting papers via email and are required to read and consider the reports, and be prepared to actively participate in the discussions during the meeting.

Remuneration

The Trustees have not yet set meeting fee and mileage allowances. Trustee remuneration will, until the first AGM, be set by the Trustees after they have taken professional advice. From the first AGM, Trustee remuneration is to be authorised by member resolution.

Returning Officer

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

The Trust has appointed Anthony Morton from electionz.com as the Returning Officer for this election. electionz.com is an election management company based in Christchurch and has considerable experience conducting elections in New Zealand including numerous polls and elections for Māori Trusts.

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 Trust, but does not take direction from the Trust.

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 should be directed to the election coordinator Jodi Lett on 06 870 7820.

Nominations

Key Dates

- Nominations open on 21 March 2017
- Nominations close at noon on 11 April 2017

Nomination Papers

Each nomination must be made on the official nomination paper. Nomination papers are available from the Returning Officer, Anthony Morton, electionz.com Ltd:

Free Phone: **0800 666 041**
Email: **nominations@electionz.com**
Website: **www.mana-ahuriri.maori.nz**

Eligibility

To be elected, a nominee for Trustee must:

1. be an Adult Member of Mana Ahuriri registered on the Mana Ahuriri Trust Register
2. be nominated in accordance with the form provided and
3. not be an ineligible person under Rule 2.2 of the Second Schedule to the Trust Deed i.e:
 - i) is not and has not ever been convicted of an offence involving dishonesty as defined in section 2(1) of the Crimes Act 1961, or an offence under section 373(4) of the Companies Act 1993 (unless that person is an eligible individual for the purposes of the Criminal Records (Clean Slate) Act 2004);
 - ii) is not bankrupt and has not at the time of nomination made any composition or arrangement with his or her creditors;
 - iii) has not been convicted of an indictable offence (unless that person is an eligible individual for the purposes of the Criminal Records (Clean Slate) Act 2004);
 - iv) is not subject to a compulsory treatment order under the Mental Health (Compulsory Treatment and Assessment) Act 1992 and is not subject to a property order, personal order or welfare guardian order under the Protection of Personal and Property Rights Act 1988;
 - v) has not within the last three (3) years been removed from the office of Trustee in accordance with clause 23.5 of the Trust Deed;
 - vi) is not prohibited from being an officer of any incorporated society under any statute; and

- vii) is not prohibited from being a director or taking part in the management of any incorporated or unincorporated body under the Companies Act 1993, the Securities Act 1978, the Securities Market Act 1988, or the Takeovers Act 1993 (or their successors).

Lodgment of Nomination Papers

Nominations close at noon on Tuesday 11 April 2017.

Nomination papers (fully complete and signed) must be received by the Returning Officer no later than the above time and date. Any nominations received after noon on 11 April 2017 will be invalid and will not be processed.

- Nomination forms should be faxed or emailed to the Returning Officer in the first instance. Delivery address options are included on the nomination form.
- Email to nominations@electionz.com is the preferred delivery method.

Once lodged, nomination forms are checked to ensure that the candidate and nominators are Adult Members of the Trust.

Note - it is acceptable to submit more than one copy of the nomination form if supporting nominators are unable to complete a single nomination form.

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

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

The RO will email or give phone confirmation of an accepted nomination to each candidate the next business day after the nomination paper has been received. If you have not received a message confirming receipt of your nomination form on the next business day after submitting it, please ring the election helpline on 0800 666 041 to check if it has been received.

Processes After the Close of Nominations

If more than two nominations are received, an election will be required to determine the Trustees. A listing of the confirmed candidates and the subsequent election details will be emailed to all candidates.

Candidate Profiles

The Trust encourages candidates to provide a profile and photo with their nomination form. In the event an election is required, these are collated by the RO and forwarded to registered members with the voting papers.

Candidate Profile Statements

- Must not exceed 200 words in total (excluding the candidate's name)
- The word limit will be strictly enforced
- Must be plain black and 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, the skills and attributes of the candidate and the candidate's policies and intentions if elected
- May include a recent (i.e. less than one year old) colour 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. (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 0800 666 041.

Eligibility to Vote

In the event an election is required, voting papers will be posted by electionz.com to all Adult Members of the Trust who have current contact details on the Trust Register.

To register, or to check your own registration status and details, contact the Trust by email: registrations@manaahuriritrust.com or phone or text 022 3265 964. Or you can contact the Returning Officer.

New applications for membership should be received no later than 5 May 2017. Note - there is no special voting available for late membership applicants.

Campaigning and Vote Processing

Campaigning

In the event an election is required, 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, those advertising costs are the candidate's responsibility. There is no monetary limit for campaigning costs;
- Advertising material should not include any Mana Ahuriri logos or branding;
- No election material can contain any untrue or defamatory statement;
- 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.

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

Members Register

The Register of Adult Members is not available to candidates for electioneering purposes.

Vote Processing and Election Results

If an election is required, the processing of the voting papers will be carried out by electionz.com at its premises at 3/3 Pukaki Rd, Christchurch. Postal voting papers should be returned in the reply freepost envelope to the Returning Officer.

Tentative dates are as follows:

Voting papers will be posted by 27 April 2017. Voting will close at 12 noon on 29 May 2017.

The election results will be available as soon as all voting papers received by the cut off time have been checked. It is hoped this will be completed on 2 June 2017.

The Returning Officer will email the election results to the candidates as soon as they are available.

The Trust will display the result on its website.

Confidentiality

Voting is by confidential written vote which must be signed. Completed voting papers go directly to the Returning Officer. No other party will have access to the information on the papers. Voting papers will be destroyed by the Returning Officer thirty (30) days after the close of voting.

If a voting paper is not fully completed, including if it is not signed by the voter or if it does not provide contact details, then the Returning Officer may declare it invalid and not include it in the results. The RO may compare the signature of the voter on the voting paper against their signature on their Trust Register application form and/or may telephone or email voters to seek verification that they have voted.