



Ngāi Te Rangi *Iwi*

2019 General Election of Trustees

CANDIDATE HANDBOOK



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2019 Trustee Election

This booklet outlines information which may be of interest to you as a candidate for the election of Trustees for the Board of Ngāi Te Rangi Settlement Trust (NST) and Te Rūnanga o Ngāi Te Rangi Iwi Trust (Rūnanga).

It has been prepared as a guide to assist possible candidates and with general information on the election. Candidates or other persons requiring more detailed information should contact the NST office on 07 575 3765 opt. 213.

Board Meetings and Remuneration

Meeting Frequency

Ordinary meetings of the Board are generally held on the 3rd Wednesday of every month in Tauranga. The meetings generally are a full day. Trustees are required to attend all meetings.

Board Quorum and Voting

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

Voting is by way of majority vote although consensus decision making is preferred.

Meeting Packs

Before each meeting Trustees 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

Trustees are paid an honorarium as approved at the Annual General Meeting.

Term of Office

Trustees are elected for a three year term.

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.

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 Settlement Trust, but does not take direction from the Settlement 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 Ngāi Te Rangī should be directed to Angeline Samuels on (021)024 90002.

Nominations

Key Dates

- Nominations open on **12 noon Tuesday 15 January 2019**.
- Nominations close at **12 noon Tuesday 5 February 2019**

Nomination Forms

Each nomination must be made on the official Nomination Form. Nomination Forms are available from the Iwi Office:

Te Rūnanga o Ngāi Te Rangī Iwi Trust,
Tukorako Lane, Taiaho Place, Mount Maunganui

Email: admin@ngaiterangi.iwi.nz

Nomination Forms can also be obtained via www.ngaiterangi.com

Eligibility

One Trustee is required to represent Te Ngare Hapū Community involved in this election. To stand in this election candidates must:

- be an adult (18 years or older) member on the Ngāi Te Rangī Tribal Register as at 12 noon on Tuesday 5 February 2019;
- have chosen the Hapū Community that they wish to seek election for as their First Preference Hapū Community on the Ngāi Te Rangī Tribal Register;
- complete and return the official Nomination Form before the close of nominations;

- have three adult members support your candidacy by completing and signing the second page of the Nomination Form. The three nominators must each be adult registered members on the Ngāi Te Rangi Tribal Register; and must have selected the same Hapū Community First Preference, as the candidate that they are supporting;
- fulfil the eligibility requirements listed in the Second Schedule of the Trust Deed of the Settlement Trust, namely:
An adult registered member of Ngāi Te Rangi shall not be eligible for nomination as a candidate for elections as a Trustee if he or she:
 - (a) is or has 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);
 - (b) is bankrupt or has made any composition or arrangement with his or her creditors;
 - (c) has been convicted of an indictable offence;
 - (d) is subject to a compulsory treatment order under the Mental Health (Compulsory Treatment and Assessment) Act 1992 or is subject to a care and protection order under the Protection of Personal and Property Rights Act 1988;
 - (e) is a person who is prohibited from being a director or promoter of or being concerned or taking part in the management of a company under section 382 or section 383 or section 385 of the Companies Act 1993; or
 - (f) 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.
 - (g) has within the last 3 years been removed from the office of Trustee for bringing the Ngāi Te Rangi Group into disrepute
 - (h) is an Employee of NST or the Rūnanga.

Lodgment of Nomination Form

Nominations close at 12 noon Tuesday 5 February 2019

- Nomination Forms must be received by the Iwi Office no later than the above time and date. Any nominations received after **12 noon Tuesday 5 February 2019** will be invalid and will not be processed.
- Nomination Forms should be emailed to the Iwi Office in the first instance. Delivery address options are included on the Nomination Form.
- Email to admin@ngaiterangi.iwi.nz is the preferred delivery method.

Once lodged, Nomination Forms are checked against the Ngāi Te Rangi Tribal Register to ensure that the candidate and nominators are adult registered members of Ngāi Te Rangi, and have selected the appropriate Hapū Community First Preference on the Nomination Form.

Each candidate is encouraged to submit a profile statement and a recent head and shoulders photo with the completed Nomination Form (see page 6 for further details on the format of candidate profile statements and photos). Note that if this optional information is not supplied by the due date, the candidates details will be issued with the following notes: “No information supplied” or “No photo supplied”, or similar.

The lodgment of Nomination Forms should not be left to the last minute. Should a Nomination Form 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 Form could be invalidated.

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

Ngāi Te Rangi Iwi 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 Form within 24 hours of submitting it, please ring the Iwi Office on (07) 5753 765 opt.213

Processes After the Close of Nominations

If more than one nomination is received for any Hapū Community, an election will be held to determine the Trustees to represent that Hapū Community. A listing of the confirmed candidates and the subsequent election details will be listed on the Iwi website as soon as possible after the nominations have been confirmed. Candidates will be emailed a copy of that notice.

Candidate Profiles

The Trust encourages candidates to provide a profile and photo (head and shoulders with their Nomination Form. In the event an election is required, these are collated by the Returning Officer, and forwarded to adult registered members with the voting papers.

Candidate Profile Statements

- **Must** not exceed 250 words in total (excluding the candidate's name)
The word limit will be strictly enforced. We accept no responsibility for statements that are over the 250 word limit.
- 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, and the candidate's policies and intentions if elected
- **May** 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 at 300 dpi by the NST Office. 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 Iwi Office 07 5753 765 ext 213

Eligibility to Vote

In the event an election is required, voting papers will be sent to all adult members on the Ngāi Te Rangi Tribal Register who have current contact details. To register or update contact details, please ring the NST office on 07 5753 765 ext. 213 or email admin@ngaiterangi.iwi.nz.

Registrations for voting in the trustee elections can be accepted up to the close of voting on **Monday 11 March 2019** not to be confused with the close of nomination date.

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 responsibility of the candidate;
- Advertising material should not include any Settlement Trust or Rūnanga 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 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 adult members on the Ngāi Te Rangi Tribal Register) is not available to candidates for electioneering purposes.

Vote Processing and Election Results

The processing of the voting papers is being carried out by an independent returning officer. Postal voting papers should be returned in the reply freepost envelope to the Returning Officer.

Voting papers for Te Ngare Hapū Community in the event more than one nomination is received and requiring an election will be posted and emailed **Monday 11 February 2019**. Voting will close at 12 noon on **Monday 11 March 2019**

The election results will be available as soon as all special voting papers have been checked. It is hoped this will be completed by Wednesday 13 March 2019. The Returning Officer will email the election results to the candidates as soon as they are available. The results will then be posted on the Iwi website **Friday 15 March 2019**.

Scrutineers

There is no provision for candidates to appoint Scrutineers.

Schedule 1

Hapū Community of Ngāi Te Rangi involved in 2019 Election

- Te Ngare

Schedule 2

Key Terms

Hapū Community means the Hapū communities of Ngāi Te Rangi listed in Schedule 1 of this Candidate Handbook

Hapū Community First Preference means the Hapū community that a member of Ngāi Te Rangi has elected as their Hapū of 'primary affiliation' or 'first preference' on the Ngāi Te Rangi Tribal Register for the purpose of voting as a member of that Hapū Community in the election of a Trustee.

Board of Ngāi Te Rangi means the 11 trustees appointed from time to time in accordance with the combined rules of the trust deeds of Te Rūnanga o Ngāi Te Rangi Iwi Trust (Rūnanga) and Ngāi Te Rangi Settlement Trust (Settlement Trust) to represent Ngāi Te Rangi and to act as trustees for the Rūnanga and the Settlement Trust. In relation to the Rūnanga, the Board together with two trustees appointed from time to time by the members of Ngā Pōtiki a Tamapahore Trust will govern the affairs of the Rūnanga.

Ngāi Te Rangi Settlement Trust means the trust established by deed of trust in 2013 to receive and manage the assets of the Ngāi Te Rangi Treaty Settlement.

Ngāi Te Rangi Tribal Register means the register of members of Ngāi Te Rangi that is to be maintained by the Board in accordance with the combined rules of the trust deeds of the Settlement Trust and the Rūnanga.

Te Rūnanga o Ngāi Te Rangi Iwi Trust means the trust established by deed of trust in 2007 to receive and manage the Ngāi Te Rangi Fisheries Settlement and is also responsible for the delivery of the Iwi charitable services.

Return Nomination Forms to:
Ngāi Te Rangi Iwi
Attention: Administrator
PO Box 4369
Mount Maunganui 3149
Email: admin@ngaiterangi.iwi.nz

2019 Ngāi Te Rangī Trustee Election NOMINATION FORM



A - CANDIDATE to fill out - after reading important information in the candidate handbook

I,

consent to my nomination as a candidate for the position of Trustee on the Board of Ngāi Te Rangī Settlement Trust and Te Rūnanga o Ngāi Te Rangī Iwi Trust. Please tick the circle next to your Hapū Community of First Preference that you have selected on your registration on the Ngāi Te Rangī Tribal Register and wish to represent as a Trustee.

Hapū Community (First Preference on your tribal registration)

Te Ngare

Address:

Contact phone:

	Mobile phone:	
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Email:

I submit with this nomination (refer to the Candidate Profiles section of the candidate handbook) (please tick appropriate circles):

Candidate profile statement (Max 250 words):

Recent photo (Head and shoulders):

I confirm that (please refer to the candidate handbook for specific Trust Deed and Act wording):

- I am an adult (over 18 years) registered member on the Ngāi Te Rangī Tribal Register.
- I have not 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 eligible under the Criminal Records (Clean Slate) Act 2004).
- I am not bankrupt or have made any composition or arrangement with creditors and I have not been convicted of an indictable offence.
- I am not an Employee of the Ngāi Te Rangī Settlement Trust or Te Rūnanga o Ngāi Te Rangī Iwi Trust
- I am not subject to a compulsory treatment order under the Mental Health (Compulsory Treatment and Assessment) Act 1992 or become subject to a care and protection order under the Protection of Personal and Property Rights Act 1988.
- I have not been removed from the office of Trustee in accordance with clause 22.3 of the Ngāi Te Rangī Settlement Trust Deed in the last 3 years.

I wish my name to be shown on the voting paper as:

(Surname first, e.g: BLOGGS Joe - commonly known name or abbreviated name)

Signature of Candidate:

Date:

D	D	M	M	Y	Y
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Nominations close at 12 noon Tuesday 5 February on 2019

Scan and email the completed nomination form to:
admin@ngaiterangi.iwi.nz **before** the close of nominations.

For assistance call Ngāi Te Rangī Iwi: **07 5753 765 ext.213**

If you have not received confirmation of receipt, by phone or email, of your submitted nomination within 24 hours please call Ngāi Te Rangī Settlement Trust 07 5753 765 ext 213 to check it has been received.

