



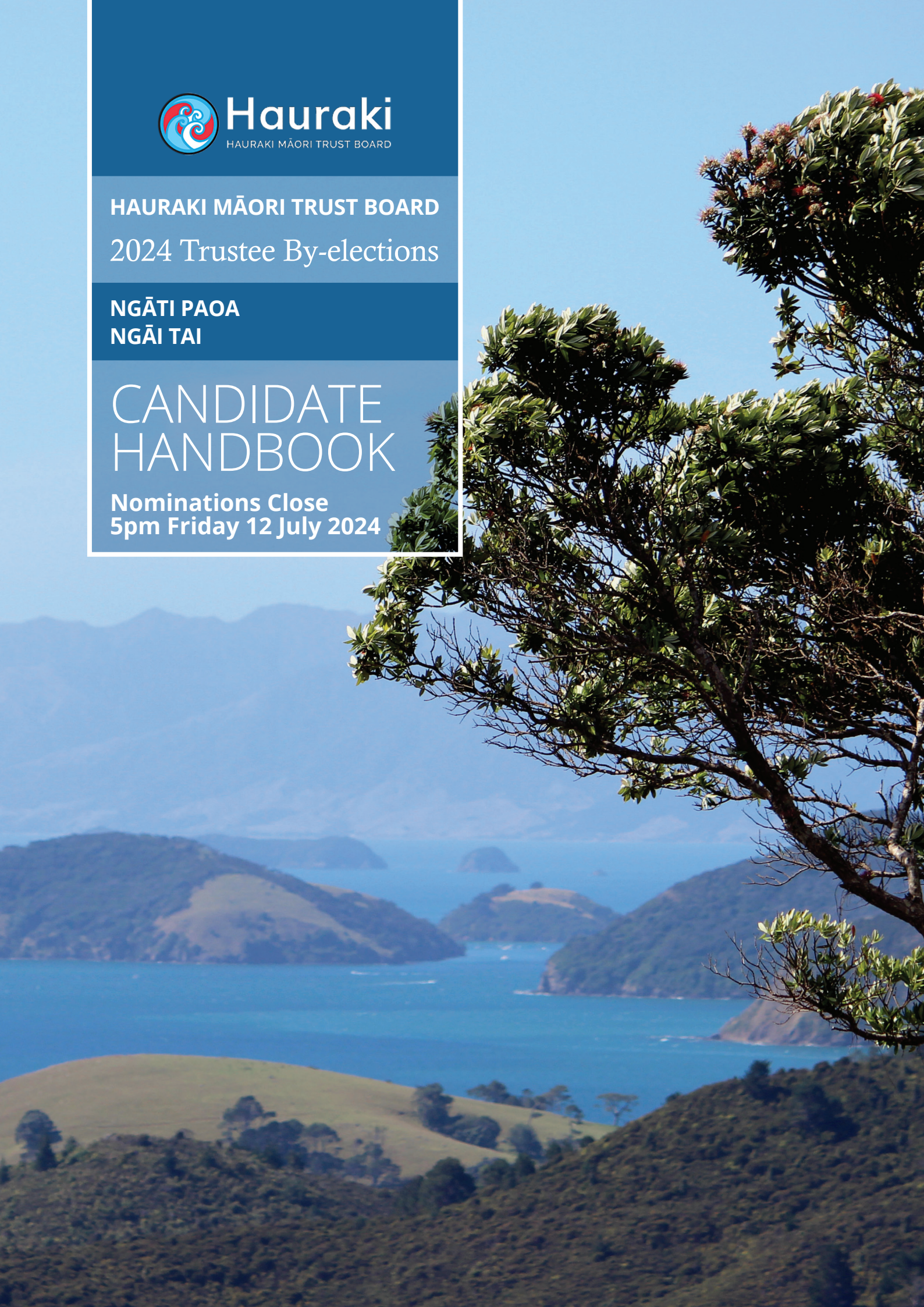
Hauraki
HAURAKI MĀORI TRUST BOARD

HAURAKI MĀORI TRUST BOARD
2024 Trustee By-elections

**NGĀTI PAOA
NGĀI TAI**

**CANDIDATE
HANDBOOK**

**Nominations Close
5pm Friday 12 July 2024**



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2024 Trustee By-elections

This booklet outlines information which may be of interest to you as a candidate in the 2024 Trustee by-elections.

It has been prepared as a guide to assist possible candidates with general information on the election. Candidates or other persons requiring more detailed information should contact the Returning Officer, Warwick Lampp.

The Returning Officer can be contacted by email at iro@electionz.com or by phone to 0800 666 041 or (03) 377 3530.

In January this year the Board called for nominations to fill the twelve representative positions on the Board. The nomination period closed on 12 February 2024, with nominations received for ten of the twelve representative positions. No valid nominations were received for the Ngāi Tai or Ngāti Paoa positions, necessitating these by-elections.

Board History and Governance

The Hauraki Māori Trust Board (The Board) was established in 1988 and operates under the provisions of the Maori Trust Boards Act 1955.

The Board is a kaupapa Māori organisation with a mission to support the Iwi and hapū of Hauraki to maintain their rangatiratanga, kaitiakitanga and mana tangata status.

The twelve Iwi of Hauraki each have one representative on the Board.

Iwi

The twelve Iwi of the Hauraki Māori Trust Board are:

- Ngāti Hako
- Ngāti Hei
- Ngāti Maru
- Ngāti Paoa
- Patukirikiri
- Ngāti Porou ki Harataunga ki Mataora
- Ngāti Pukenga ki Waiau
- Ngāti Rahiri Tumutumu
- Ngāi Tai
- Ngāti Tamaterā
- Ngāti Tara Tokanui
- Ngaati Whanaunga.

Board Member Accountability

The Hauraki Māori Trust Board encourages and supports all of the Board members to report to their Iwi using the information approved by the Board. By attending those Iwi meetings Board members can then facilitate opportunities for their whanau to discuss important kaupapa, and then, advocate those aspirations at the Board table.

The Hauraki Māori Trust Board values Board members having strong and active relationships with their Iwi.

Board Meetings and Remuneration

Meeting Frequency

The Board’s ordinary meeting is held bi-monthly. Members are required to attend all meeting including the Annual General Meeting.

Board Quorum and Voting

To meet the quorum requirements of the rules, representatives from six Iwi must be present for the duration of the meeting.

Voting is by way of majority.

Meeting Packs

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

Sitting Fees

Board members are eligible for the following meeting fees and are paid on a fortnightly basis.

Chairperson	\$14,500	per annum
Deputy Chair	\$8,700	per annum
Board Members	\$7,250	per annum

Term of Office

Ordinarily, Board Members are elected for three year terms. The terms of office for all Board Members elected in 2024 (including the Ngāi Tai and Ngāti Paoa representatives) will conclude in May 2027. Board Members can stand for re-election thereafter if they choose.

Number of Vacancies

The Board is made up of 12 members with each member elected to represent one of the 12 Iwi. The nominees for each of the 12 Iwi must be recorded in the Board’s register of beneficiaries as having a valid membership to the Iwi they wish to be nominated for.

Returning Officer

The role of the Returning Officer (RO) is to conduct the election in accordance with the requirements of the Maori Trust Board Act 1955 and the Maori Trust Board Regulations 1985, as well as in accordance with standard election management practices.

The Board has appointed Warwick Lampp from electionz.com as the Returning Officer (RO). This means that electionz.com will be handling most of the administrative matters pertaining to the 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 Iwi based organisations and 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 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 Hauraki Māori Trust Board should be directed to the Secretary, Hauraki Māori Trust Board, John McEnteer - Ph 021 985 127.

Nominations

Key Dates:

Nominations open	Wednesday 12 June 2024
Nominations close	5pm Friday 12 July 2024

A public notice calling for nominations will appear in the New Zealand Herald newspaper on Wednesday 12 and Thursday 13 June and in the Valley Profile publication on Wednesday 12 June 2024. Notice will also be distributed across Facebook and the Hauraki Māori Trust Board website.

Nomination Forms

Each nomination must be made on the official nomination form. Nomination forms are available from the Returning Officer by:

Free Phone: **0800 666 041**

Email: **nominations@electionz.com**

Post: **PO Box 3138, Christchurch 8140**

Nomination forms can also be requested via the Hauraki Māori Trust Board:

Phone: **(07) 862 7521**

Email: **jm@hauraki.iwi.nz**

Eligibility

To stand in this election you must:

- complete and return the official nomination form and associated Ministry of Justice - Criminal Conviction History application form before the close of nomination deadline; and
- be registered with Hauraki Māori Trust Board by 5pm 12 July 2024; and
- be registered with the Iwi section or division (within the Hauraki Māori Trust Board Roll) you are standing for by 5pm 12 July 2024; and
- **have five people to nominate your candidacy (these people must also be registered with Hauraki Māori Trust Board and the Iwi you wish to stand for by 5pm 12 July 2024); and**
- not be prevented from appointment by the following items listed under S14(3) & S14(4) of the Maori Trust Boards Act 1955:

S14(3)

- (a) a person who is subject to a personal order or a property order made under the Protection of Personal and Property Rights Act 1988 or for whom a trustee corporation is acting as manager under

section 32 or 33 of that Act; or

- (b) a bankrupt who has not obtained his order of discharge, or whose order of discharge is suspended for a term not yet expired, or is subject to conditions not yet fulfilled; or
- (c) a person convicted of any offence punishable by imprisonment for a term of 6 months or longer, unless he has received a free pardon or has served his sentence or otherwise suffered the penalty imposed upon him.

S14 (4)

No person shall be capable of being elected or appointed to be, or of being, a member of a Board unless he is, in relation to that Board, a beneficiary.

Lodgement of Nomination Forms

Nominations close at 5pm Friday 12 July 2024.

- Nomination forms must be received by the Hauraki Māori Trust Board Secretary no later than the above time and date. Any nominations received after **5pm Friday 12 July 2024** will be invalid and will not be processed.
- Nomination forms can be mailed to the Secretary, Hauraki Māori Trust Board at P O Box 33 Paeroa, but should they be received **after** the close of nominations, the nomination is invalid. Delivery address options are listed on the nomination form. The recommended form of delivery is by email.

Once lodged, nomination forms are checked to ensure that the candidate and nominators are registered members of Hauraki Māori Trust Board and that they are valid members of the appropriate Iwi on the Boards Beneficiary Roll.

Each candidate is encouraged to submit a profile statement and a recent photo with the completed nomination form (see page 8 for further details on the format of candidate profile statements and photos).

The lodgement 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 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 form is verified.

Processes After The Close of Nominations

If more than one candidate is nominated for an Iwi, an election for that Iwi will be required. Voting papers will be distributed to registered beneficiaries of the appropriate Iwi on Monday 12 August 2024. Voting will close at 5pm on Thursday 12 September 2024.

Candidate Profiles

Hauraki Māori Trust Board encourages candidates to provide a 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 200 words in total (excluding the candidate's name).
The word limit will be strictly enforced.
- The text (English or Maori) must be plain black and white text, 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) 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 should be supplied in colour. Candidates should not wear hats, bandanas, floral garlands or other forms of head-dress. They should also not wear sunglasses or any other item that blocks a clear view of the candidates face.

(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 sent only to those members who are registered with Hauraki Māori Trust Board, within the appropriate Iwi section, who have current contact details and who have enrolled by 5pm Friday 12 July 2024. To register or update contact details applicants can:

- Ring or email the Hauraki Māori Trust Board for a registration form, or to update your contact details – Ph (07) 862 7521 or email general@hauraki.iwi.nz
- Registration forms can also be downloaded from the Hauraki Māori Trust Board website. www.hauraki.iwi.nz

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 they choose 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 Hauraki Māori Trust Board 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.

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

Beneficiary Rolls

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

Vote Processing

Any processing of voting papers will be carried out by electionz.com at its premises at 3/3 Pukaki Road, Christchurch. Voting papers should be returned in the reply freepost envelope to the Returning Officer.

At the conclusion of the voting period the voting papers will be opened, and processed by electionz.com staff under the direction of the Returning Officer.

It is expected that the election results will be available 13 September 2024. The Returning Officer will email the election results to the Hauraki Māori Trust Board Secretary in the first instance before distributing them to the candidates.

Scrutineers

Each candidate may nominate in writing one scrutineer to be present either physically at the counting of votes in Christchurch or electronically via an online session that will allow the scrutineers to view the vote processing. If required, the online session is likely to be conducted using the Microsoft Teams app, so scrutineers will need to use a device with that software loaded. The Returning Officer will send a meeting invitation to any appointed scrutineers asap after any appointment has been confirmed. Note that once underway the vote processing will not be stopped or interrupted unless directed to by the Returning Officer or Secretary. Candidates are not permitted to appoint themselves as scrutineers. Note that if appointed, scrutineer costs are the responsibility of the candidate and are not reimbursed by Hauraki Māori Trust Board in any way.

Any candidate considering appointing a scrutineer should contact the Returning Officer for further details on 0800 666 041.



www.hauraki.iwi.nz