



## Ngati Rehua – Ngatiwai ki Aotearoa AGM Process and Guidelines

**AGM to be held at Te Unga Waka Marae 1 Clyde Street Epsom  
on Saturday 8<sup>th</sup> July 2017 at 10am**

### AGM Parameters

- All new proxies to be submitted on the approved proxy form only (available on the NRT website) – proxies on other forms will not be accepted, other than those already submitted to the first AGM
- All proxies must be submitted by **5pm on Monday 26 June 2017**, and must be from registered members. If a proxy is not registered, a registration form must be completed prior to the meeting
- New registrations to be submitted via the online registration process or on the trust approved registration PDF form (available from the NRT website) by the same time, 5pm Monday 26 June, direct to NRT (if online) or to electionz.com at [nrr@electionz.com](mailto:nrr@electionz.com)
- All proxy forms must be submitted to electionz.com only (cannot be received by NRT) by scanning and emailing to [nrr@electionz.com](mailto:nrr@electionz.com)
- Kaumatua meeting to be held in Auckland on **Tuesday/Wednesday 4 - 5 July** to determine verification of proxies and new registrations
- Kaumatua meeting to have ten Kaumatua present, or an even number from each party, majority decision required to approve proxy/registration. No agreement by Kaumatua will mean that proxy/registration form will not be approved
- New registrations will be accepted after Monday 26 June and at the meeting, but not encouraged. New registrations will require Kaumatua verification by the same process either at the meeting (if not many new registrations) or at a Kaumatua meeting on Tuesday 11 July in Auckland
- Attendance register to be taken at the meeting by NRT
- Voting forms will be given out by electionz.com Returning Officer to approved proxy holders, verified members, and new member applicants at the meeting
- Voting paper for proxy holders (Proxyholder Voting Paper) to be weighted by the number of verified approved proxies
- Voting on ordinary resolutions at the meeting will be by show of hands (annual account, annual report, auditors etc.)
- Voting at the meeting for the Notice of Motion (for number of trustees) and then the election of trustees will be on the approved voting paper prepared by the Returning Officer
- The voting paper will have two sections:
  1. Voting for the number of trustees – 5 or 15, by the First Past the Post (tick the box) voting method, weighted by number of proxies (for proxy holders)
  2. Voting for the election of trustees by preferential voting method, ie ranking the candidates. Members can rank as few or as many candidates as they wish.
- The vote on the Notice of Motion will determine the number of trustees to then be applied to the election. Ranking of candidates allows the first vote to take place without compromising the election. The election result is then calculated by the Returning Officer after the meeting once the number of trustees has been determined and the final number of verified members has been determined by the Kaumatua committee.
- The final election result will be announced on Thursday 13 July, after the Kaumatua meeting on Tuesday 11 July, once all new registrations (if any) have been validated

### **NRT Responsibilities**

- Provide approved NRT proxy form on NRT website asap, along with this process document
- Provide approved NRT registration form on NRT website asap
- Receive and collate new online registration forms. For those received prior to 5pm Monday 26 June, collate, copy and take to the Kaumatua meeting on Tuesday 4 July
- Arrange and facilitate the Kaumatua meeting on Tuesday 4 July and Tuesday 11 July at a venue in Auckland. These meetings will be attended by Warwick Lampp, Returning Officer and Kieran Raftery, Independent Chair (where available)
- Event manage the AGM on Saturday 8 July, including providing appropriate security.
- Provide attendance register at the meeting.
- Provide a new member registration process at the meeting
- Advise the two parties of the agreed proxy and voting process for the reconvened AGM
- Send to the RO the current file of verified adult members by 9 June 2017
- Send files of any new members verified after 9 June 2017

### **Independent Chair Responsibilities**

- Advise all parties of the agreed process for proxies, registrations, Kaumatua meetings, AGM agenda and format, voting process at the AGM, voting process, results timeframe
- Attend and facilitate the AGM, and Kaumatua meetings (where available)
- Distribute the final result to all parties

### **Returning Officer Responsibilities**

- Prepare AGM voting paper for approval by all parties prior to the AGM
- Receive all proxy forms by 5pm on Monday 26 June
- Receive a copy of the registration database asap, to assist with phone enquiries about registrations and proxies
- Provide and monitor the 0800 666 040 and [nrr@electionz.com](mailto:nrr@electionz.com) election helpline options for proxy and registration queries
- Collate and copy all proxy forms (10 copies of each), attend and record verification process at both Kaumatua meetings
- Attend the AGM and manage the voting process.
- Provide proxy holder voting papers at the meeting (that records the vote weighting of approved proxies)
- Provide AGM voting papers to approved, registered, attendees, being FPP (tick the box for Notice of Motion Resolution for the number of trustees) and preferential voting (ranking of candidates for the trustee election)
- Provide a ballot box and undertake the vote collection at the meeting
- After the second Kaumatua meeting (11 July) calculate the results and provide to the Independent Chair