



TE KAPU Ō WAITAHA

He Ao Hou

It's election time!
Information pack
2016

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Introduction

Te Kapu O Waitaha Trust was constituted by the Waitaha Act 2013 as a result of Treaty Settlement, and is the Post Treaty Settlement Governance to provide benefit to the beneficiaries of Waitaha from Treaty Settlement Assets.

Member of Waitaha (beneficiaries)

Registered membership is determined in accordance with the Trust Charter;

(a) every individual who is descended from one or more Waitaha tupuna;

or

(b) every individual who is recognised as Waitaha by customary adoption in accordance with Waitaha tikanga

Board Member Accountability

Te Kapu O Waitaha Trust operates on a Policy Governance model which requires beneficiaries to report to the beneficiaries on the information approved by the Board. By engaging with the Trusts authority, the Trustees can then facilitate opportunities, discuss important kaupapa, and then, advocate those aspirations through the Trusts' mandated Authority. Elected members are also trustees to Te Kapu O Waitaha subsidiary, Waitaha Charitable Trust.

Board Meetings and Remuneration

Meeting Frequency

The Board's ordinary meeting is held monthly. Trustees are required to attend all meetings.

Board Quorum and Voting

To meet the quorum requirements of the rules, three trustees shall constitute a quorum at meetings of the Board.

Meeting Packs

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

Sitting Fees and Allowances

Meeting Fees are determined at the Annual General Meeting held by the Board. Currently Trustees are eligible for the following meeting fees and are paid on your attendance:

- Meeting Fee \$280.00

Term of Office

Board Beneficiaries are elected for three year terms. Ordinarily the current vacancies will conclude at the date of the Annual General Meeting in 2016. Board Beneficiaries can stand for re-election thereafter if they choose.

2016 Trustee Elections

This booklet outlines information which may be of interest to you as a candidate in the 2016 Triennial Election of Trustees.

It has been prepared as a guide to assist possible candidates and others interested in election issues with general information on the election. Candidates or other persons requiring more detailed information should contact the Returning Officer, by calling the Trust Office 07 573 5314.

Returning Officer

The role of the Returning Officer (RO) is to conduct the election in accordance with the requirements of the Te Kapu O Waitaha Charter as well as in accordance with standard election management practices.

Through the Regional Director, the Board has appointed an officer **of Te Puni Kokiri** as the Returning Officer. The Returning Officer shall record and count all votes validly cast. The Returning Officer shall certify the result of the election and communicate the result of the election to the Trust. The Trust will thereafter advise the candidates of the result and give notice of same at the Annual General Meeting to be held Sunday 11th December 2016.

Nominations

Key Dates:

- Nominations open on **Thursday 25th August 2016**
- Nominations close at **12:00pm Wednesday 14th September 2016**
- A public notice calling for nominations will appear in the Te Puke Times on Thursday 25th August and The Sun Friday 26th August 2016

Nomination Papers

Each nomination must be made on the appropriate official Nomination Form. Nomination Forms are available from the Board Secretary;

Phone: +64 07 573 5314

Or

Email: info@waitaha-iwi.org.nz

Or print via;

Website Download: www.waitaha-iwi.org.nz

Eligibility

To be elected as a Trustee, a nominee must;

- (i) as at the closing date for nominations be recorded on the Te Kapu O Waitaha Register as an Adult Registered Member
- (ii) complete and return the official Nomination Form; and
- (iii) have 3 registered beneficiaries qualified to vote to nominate your candidacy and
- (iv) not be prevented from appointment Clause 6.7 in the Trust Charter:
 - 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;
 - is bankrupt or has made any composition or arrangement with his or her creditors;
 - has been convicted of an indictable offence; or
 - is subject to a compulsory treatment order under the Mental Health (Compulsory Treatment and Assessment) Act 1992 or

becomes subject to a care and protection order under the Protection and Property Rights Act 1988

- has within the last 3 years been removed from the Office of the Trustee

Lodgement of Nomination Papers

Nominations close at 12 noon Wednesday 14th September 2016.

Nomination papers must be received in the hands of the Board Secretary no later than the above time and date. Any nominations received after **12 noon on the 14th September 2016** will be invalid and **will not be processed**.

Nomination Papers can be mailed to the Board Secretary at PO Box 220, Te Puke 3153, but should they be received **after** the close of nominations, the nomination is invalid.

Once lodged, nomination forms are checked to ensure that the candidate and nominators are registered beneficiaries of Te Kapu O Waitaha.

Each candidate must submit a profile statement and a recent photo with the completed nomination form (see page 7) for further details.

The lodgement of Nomination Forms should **NOT** be left to the last minute. Should a nomination paper 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 paper could be invalidated.

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

The Board Secretary will email or give phone confirmation of an accepted nomination to each candidate as soon as the nomination paper is verified.

Process After The Close of Nominations

If more than three candidates are nominated for membership of the Board, an election will be required. Voting papers will be posted to registered beneficiaries of the Trust on Tuesday 11th October 2016. Elections will open Thursday 13th October 2016. Voting will close at 12 noon on Wednesday 9th November 2016.

Candidate Profiles

Candidates will be required to provide a profile and photo with their nomination form. In the event an election is required, these are collated and forwarded to registered beneficiaries with the voting papers.

Candidate Profile Statements

- **Must not** exceed more than 80 words.

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 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. Photos will be printed in black and white only but can be supplied in colour. **(N.B. hard copies of photos will not be returned to candidates).**

Eligibility to Vote

In the event an election is required, voting papers will be sent only to those beneficiaries who are registered with Te Kapu O Waitaha who have current contact details.

To register or update contact details applicants can:

- Update contact details on the Trust website www.waitaha-iwi.org.nz
Or
- Call the Trust Office 07 573 5314

