



New Zealand Motor Caravan Association Inc. 2020 Board Elections CANDIDATE HANDBOOK

Introduction

This booklet outlines information which may be of interest to you as a prospective candidate for the 2020 New Zealand Motor Caravan Association Inc (the Association or NZMCA) Board election.

It has been prepared as a guide to assist with general information on the election. It should be used as a guide only, and should not be relied upon as absolute fact; it has been completed on a best endeavours basis. Candidates or other persons requiring more detailed information should contact the Returning Officer.

***electionz.com* appointed as Returning Officer by NZMCA**

The NZMCA has appointed *electionz.com* Ltd as the elections contractor for the 2020 Elections.

Warwick Lampp has been appointed Returning Officer on behalf of *electionz.com* since 2013. *electionz.com* is based in Christchurch, from where most of the election administration will be carried out.

About *electionz.com*

electionz.com Ltd provides public and private sector election services for many organisations including local government, energy trusts, producer boards, industry good organisations, associations, non-profit organisations and universities, throughout New Zealand.

Role of Returning Officer

The role of the Returning Officer is to conduct the election in accordance with the presiding rules set out in the Associations Constitution, as well as in accordance with accepted good election management practices.

The Returning Officer has complete and final control over how the election is carried out. The Returning Officer is contracted by the Association and is responsible to the Chief Executive, but does not take direction from the Chief Executive or the existing Board.

The Returning Officer 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.

The Returning Officer's decisions in respect to all matters pertaining to the election are final.

Queries regarding the actions or performance of the Returning Officer for the Association should be directed to Bruce Lochore, Chief Executive, NZMCA, 09 298 5466, email bruce@nzmca.org.nz

The elections are being conducted by internet and postal voting with election day being Thursday 20 February 2020.

The important dates for this election are:

- Nominations open Monday 7 October 2019
- Nominations close 12 noon, Friday 8 November 2019
- Voter packs posted to members with no email address or those who have chosen paper based voting papers on Tuesday 21 January 2020
- Voting opens on Wednesday 22 January 2020
- Electronic/postal voting closes 12 noon, Thursday 20 February 2020
- Final result will be announced at the AGM, 10.30am on Friday 6 March 2020

Election details

NZMCA is a membership based organisation representing the interests of private motor caravan owners in New Zealand.

The purpose of the Association is to foster and advance motor homing and motor caravanning in New Zealand by providing relevant services and information, promoting fellowship, vehicle safety, road courtesy and protection of the environment.

The Board has the ultimate responsibility for the management of the Association's affairs, including strategic planning and policy matters through these key governance functions:

- Strategy development and organisational planning
- Organisational performance monitoring
- Strategic risk review
- Policy
- CEO appointment, mentoring and performance evaluation
- Reporting, member and other stakeholder communication, and external relations
- Board processes

The Board comprises of a President, Vice President and five Board members, which are elected on a rotational basis. The Board is elected by the members of NZMCA and hold office for a 3 year period before retiring. Retiring Board members are eligible to stand for re-election.

This year, elections are being held for President and two Board Members.

Candidate eligibility

Any current financial member may be nominated and seconded as a candidate for the Board. The candidate, proposer and seconder must all be current financial members.

Board members are not able to nominate or second candidates.

Nominations

Key dates

- A notice calling for nominations has been published in the Oct/Nov issue of the MotorCaravanner magazine Oct/Nov (341), and on the Associations website.
- Nominations close **12 noon, Friday 8 November 2019**. Late nominations cannot be accepted.

Nomination papers

It is preferred that each nomination is made on the official nomination form, which is available from:

- NZMCA Resource page - www.electionz.com/NZMCA
- by emailing the Returning Office at iro@electionz.com
- or by phoning 0800 666 044 (tollfree)

Nomination papers should be completed in full and scanned and emailed to the Returning Officer at nominations@electionz.com

Once lodged, nomination papers are checked to ensure the nominee, nominator and seconder are eligible and that all sections of the nomination paper have been completed correctly. If there are any questions the candidate will be contacted by the Returning Officer.

Please lodge your nomination in a timely manner. The lodgement of nomination papers should not be left to the last minute. Should a nomination paper be lodged late on the day nominations close and be incorrectly completed, there may be insufficient time to correct the situation and the nomination paper could be invalidated.

Confirmation of the accepted nomination will be emailed to each candidate as soon as eligibility of the candidate and acceptance of the nomination can be verified.

Candidate Profiles

Each candidate must provide a candidate profile statement (350 word limit) and a passport size photo with their nomination paper. These profiles will be published by the Returning Officer in a candidate sheet which will be distributed with the voting documents.

Profile statements should be provided electronically by email, in a Microsoft Word document.

Photos must also be provided electronically (scanned as a .jpeg at 300 dpi and attached to an email).

Hard copy photos will not be accepted. The photos may be formatted by the Returning Officer to ensure standardisation between candidates.

Photos must be a head and shoulders shot of the candidate only, with no hats, sunglasses, pets, objects or other people visible.

The Returning Officer and NZMCA are not required to verify or investigate any information included in a candidate profile statement. The Returning Officer and NZMCA will take no responsibility for the accuracy of the content, however may suggest corrections to spelling or grammar if appropriate.

A disclaimer concerning the accuracy of the information contained in the statements will be included on the profile statement sheet that accompanies the voting documents.

Processes after the close of nominations

Once nominations have closed, a list of all candidates will be posted on the NZMCA website (www.nzmca.org.nz). The Returning Officer will also email each candidate a list of the confirmed candidates and provide additional information about the election process.

Board Candidate Code of Conduct and Campaigning Guidelines Policy

Candidates must comply with the following policy in relation to conduct and campaigning during the Board election process, specifically from the time of lodging a nomination to stand through to the declaration of the election results.

The purpose of the policy is to set up some common-sense principles and standards to assist candidates in maintaining the highest level of integrity during the election, to provide candidates with fair access to members and to provide members with comprehensive information about candidates standing for election.

- a. Candidates shall submit a profile/bio along with a headshot photo as set out in the Constitution. The profile/bio must be confined to information concerning the candidate, their expertise, attributes and intentions they will bring to the board. The Profile/Bio and photograph will be used as follows;
 - Distributed with voting papers (either electronically or in hard copy).
 - Will be published on the election information section of the associations website www.nzmca.org.nz
 - Will be distributed to park custodians for display on NZMCA parks noticeboards.
 - Candidates can only use the official profile/bio as a promotional flyer.
 - No other campaigning materials may be used by candidates during the election.
- b. Candidate campaigning at rallies shall be restricted as follows;
 - Addressing attendees at functions with the prior agreement of the Rally Organiser only.
 - Hand out flyers with the prior agreement of the rally organiser only and following the attendees being advised of such by the rally organiser.
 - Candidates shall only talk with members about the upcoming election at rallies if approached in the first instance.

- c. Restrictions on the use of NZMCA resources shall be as follows;
- Candidates shall not use any NZMCA National Office, Area or SIG member lists or resources for campaigning,
 - Candidates shall not use any NZMCA Branding, Logo's, Letterhead in any material they prepare or present in relation to the election.
- d. Use of Social Media shall be restricted as follows;
- All association social media channels/pages are to remain neutral. Any election related material is to be posted only with the approval of the CEO.
 - Candidates cannot post or place any additional material on association web pages without the approval of the CEO.
 - Association social media pages (e.g. Facebook, twitter, Instagram etc) cannot be used for campaigning.
 - Candidates cannot make any positive or negative posts about their or another candidates nomination.
 - Candidates cannot like, review, rate, tag or comment on any association web or social media post as an electioneering tool.
 - Candidates cannot link any personal campaigning social media page to any association web or social media page.
 - For clarity sake the Associations Social Media Channels are (but not limited to);
 - Website: www.nzmca.org.nz
 - Facebook: <https://www.facebook.com/NZMCAInc/>
 - Twitter: <https://twitter.com/NZMCAinc>
 - You Tube: <https://www.youtube.com/user/NZMCA>
 - LinkedIn: <https://www.linkedin.com/in/nzmca-inc-58b550124/>
 - Instagram: <https://www.instagram.com/nzmcainc/>
- e. Candidates shall ensure no officer of the association (including current Board Member, Employee, Area Chair or Committee Member, Newsletter Editor etc) use any member lists, newsletters or other publications, rally or meetings for showing support, non-support or advocacy for any candidate running for election.
- f. Breaches of the policy shall be managed as follows;
- The Returning Officer (appointed annually) is employed by the association and is responsible to the CEO (and shall not take any direction from current board members) on matters relating to the Board election and shall be responsible for considering any breaches of the policy with the ultimate power to disqualify a candidate from the election.
 - Dependant on the indiscretion, the candidate could be instructed to retract, correct or publicly correct and/or declare the indiscretion. If the candidate refuses to comply with any such direction this could result in the candidate being withdrawn from the election.
 - The Returning Officer's decision shall be final and binding on any candidate.

Voting Papers

Voting papers will be set out by position. Within each position candidates will be listed in alphabetical order of surname.

Election results

The processing of the returned voting papers will be carried out on a progressive basis by *electionz.com* at its premises on 3/3 Pukaki Road, Christchurch.

The final election result will be announced at the Annual General Meeting, to be held at 10.30am on Friday 6 March 2020. The results will be displayed on a board at the AGM.

The Board will advise the results to all members via the next issue of the MotorCaravanner magazine and on the NZMCA website.

Board Members' requirements

Board members are an important link between the governance and membership of NZMCA. The role of a board member is to represent members, and requires commitment to strive to achieve the agreed strategic goals of the Association. It involves being aware of and communicating issues facing and affecting the membership, and contributing constructively to debate and decision-making around the board table.

Board Members' skills

Sound common sense is a valuable attribute for a Board member. It will be useful for a Candidate to be able to demonstrate that he/she can offer prior business or other organisational skills and experience. Board members are expected to act with integrity at all times.

In addition to generic skills, competencies and expectations for membership of a governing body, it is desirable that a board member has the following:

- effective debate and decision-making skills;
- strategic thinking: strategy development skills and the awareness of and commitment to the NZMCAs strategic objectives;
- sound judgment, and knowledge of accepted current practices in a 'not for profit' organisation;
- awareness of governance principles and practice (this should not discourage a potential candidate from accepting nomination, as mentoring is available if he/she has not had prior exposure to this aspect of board service);
- the ability to take a balanced view of issues, considering the interests of the members and taking into account relevant aspects of the external environment (including market forces);
- awareness of the diversity of the NZMCA's membership, as well as the ability to understand/identify the impact of policies and actions on members;
- the ability to work within a team, and also show leadership;
- the ability to identify and communicate member issues both to the board and in wider debate;
- displays the core values of NZMCA as expressed in the Code of Conduct and other publications;
- the ability to recognise when a conflict of interest should be disclosed to fellow board members;

- awareness of issues in the external environment that are relevant to the NZMCA ;
- awareness of the functions and policies of the NZMCA (Note: this knowledge would be useful to have prior to commencing a role of board member, but is not a pre-requisite);
- willingness to participate in/be subject to an annual performance assessment process.

Board meetings and expected time commitments

Performance expectations

Board members are expected to abide by the NZMCA's Code of Conduct, and to discharge their responsibilities with regard to:

- regular and full attendance, and active contribution to board meetings, except where there are exceptional circumstances;
- sufficient preparation for meetings, including familiarity with agenda material and the background of issues to be raised;
- display the NZMCA core values;
- full disclosure of conflicts of interest;
- confidentiality of Board deliberations and decisions where there is commercial or other sensitivity in relation to matters discussed, or when preliminary consideration is being given to a course of action and substantive discussions are yet to take place;
- participation in an individual performance assessment process as required;
- consideration of issues and developments in the external environment that may affect the NZMCA;
- the application of good governance principles and practice.

Expected time commitment for board members

Board meetings are usually held two monthly, over a weekend (Friday evening, Saturday and Sunday).

The time commitment of each Board member is a minimum of ten hours per week. It will depend on his/her role and responsibilities as a Board member and whether holding office as President, Vice President, Treasurer or chair of a committee. Time may be spent on committee involvement (e.g. Property, Audit and Risk) as well as attendance at board meetings, preparation and reading of board papers in preparation for meetings. There will be time spent communicating with board members and others. If a Candidate would like to know more about the likely time commitment, he/she is encouraged to speak to a current Board member.

Board Members' remuneration and expenses

Board members are not remunerated for their services as a Board member. They are entitled to reimbursement for all actual and reasonable travel and other expenses incurred for attendance at meetings and otherwise in connection with board activities. A Board member such as a lawyer or chartered accountant who provides specialist services to the NZMCA that would otherwise be provided by an independent supplier of such services must remove themselves from the decision-making process of the board when the board considers whether or not to engage their services for a particular matter.