



Each nomination paper must be in the hands of the Returning Officer by: **12 noon on Friday 28 July 2017**

INTRODUCTION

This information sheet has been prepared as a guide to assist potential candidates and others with general information on the election. It has been completed on a best endeavours basis and should be used as a guide only. Candidates or other persons requiring more detailed information should contact the election helpline – 0800 666 047 in the first instance.

RETURNING OFFICER

The Returning Officer for this election is Anthony Morton. He can be contacted during normal business hours on 0800 666 047 or iro@electionz.com

2016 BOARD MEMBER ELECTION TIMETABLE

Relevant key dates are:

Nominations Open	Monday 26 June 2017
Nominations Close	12 noon Friday 28 July 2017
IF ELECTION REQUIRED	
Dispatch of voting papers to registered beneficiaries (voting opens)	Monday 21 August 2017
Voting closes	12 noon Saturday 23 September 2017
AGM	Commences Saturday 23 September 2017 at 9am

ELECTION DETAILS

The Ngāti Koata Trust is governed by a board of seven trustees. The trust deed stipulates that the trustees are to be elected on a rotational basis. By rotating the election of trustees, a majority of experienced trustees will always be available. In 2017, two trustees must retire by rotation. Both retiring trustees can stand for re-election if they choose.

Te Pātaka a Ngāti Koata Trust is the PSGE set up as part of the Treaty of Waitangi claim settlement process to receive and manage assets arising from the yet to be completed deed of settlement for Ngāti Koata Iwi. All elected trustees of the Ngāti Koata Trust are deemed initial establishment trustees of Te Pātaka a Ngāti Koata Trust until they are succeeded by the first elected trustees as per the requirements of the Te Pātaka a Ngāti Koata trust deed.

At any election, the next highest polling unsuccessful candidate eligible for election as a Trustee shall be elected as an Alternate. The Alternate represent the interests of all Iwi members should a Trustee for any reason be unable to perform their duties as Trustee.

MEETING REQUIREMENTS

The Board meets at least once per calendar month. Meetings are typically held on the last Saturday of the month at the Trust's office, 137 Vickerman Street, Nelson and generally last two to three hours. The trust deed includes conditional allowance for trustees to use phone or electronic devices for meeting attendance purposes.

REMUNERATION

The Chairperson of the Trust is currently paid an annual honorarium of \$12,000. Trustees are paid an annual honorarium of \$6000.

TERM OF OFFICE

Successful candidates at this election will be elected for a term of three years.

NOMINATION REQUIREMENTS

Nominations must be made on an official nomination form and be received by the Returning Officer **no later than 12 noon on Friday 28 July 2017**. Delivery address details are included on the nomination form. (Note: the Returning Officer does not recommend submitting nomination forms by post. The preferred delivery method is to scan and email the completed nomination form to nominations@electionz.com).

In the event that more nominations are received than are required, an election will be held amongst verified adult members by postal and internet voting.

At least four of the seven trustees must be adult (over 18) members of Ngāti Koata Trust. The nomination form includes provision for candidates to declare if they are adult members. The Returning Officer will use that information to confirm the successful candidates if an election is required. Each nomination must be supported by one registered adult member who must sign the nomination form.

CANDIDATE ELIGIBILITY

Both the trust deeds of the Ngāti Koata and Te Pātaka a Ngāti Koata Trusts list eligibility criteria for candidates and reasons for disqualification from office. These are listed on the reverse side of the nomination form. Candidates should check those eligibility criteria before completing the nomination form.

CANDIDATE PROFILE STATEMENTS

The trust deed allows for candidate profile statements to be provided by each candidate with the nomination paper. If an election is required, these are collated by the Returning Officer and forwarded to verified beneficiaries with the voting papers.

Candidate Profile Statements

- **The candidate profile statements must not exceed 500 words** (The word limit will be strictly enforced).
- **Must** be submitted with the candidate's nomination paper, (preferably in electronic format i.e. as a Word document emailed to the Returning Officer and
- **Must** be confined to information concerning the candidate, and the candidate's policies and intentions if elected to the Board; and
- May include a recent (i.e. less than one year old) head and shoulders photograph of the candidate **only**.

Photos should preferably be supplied in colour, in an electronic, format (scanned as an attachment by email), but hard copy photos will be accepted and scanned at 600 dpi by the Returning Officer. **(N.B. photos will not be returned to candidates).**

A suggested outline for candidate profile statements is listed on the reverse side of the nomination form.

ENROLMENT

Applications for registration can continue to be processed throughout the voting period. Any applications received after 14 August 2017 will be dealt with by way of special vote, subject to verification. Registration forms are available online at www.ngatikoata.com

For assistance phone the
Election Helpline

0800 666 047

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