

# 2022 Elections Procedure for RiskNZ Incorporated

## Overview

The Constitution of RiskNZ Incorporated (RiskNZ) documents the rules for the election of members of RiskNZ to the Board of RiskNZ (the Board). This procedure provides guidance to ensure the reliability and consistency of the 2022 election.

## Procedure

Elections for vacancies on the Board will be conducted in the following manner.

1. The Board will by Resolution, appoint a **Returning Officer** who is not a member of the Board and provide the **Returning Officer** with a copy of the resolution to conduct the election, together with a copy of these procedures.
2. The **Administration Officer** will call for nominations from Members (including those overseas), to be received by a prescribed date on the prescribed **Candidate Nomination Form** (refer to Annex C).
3. This form captures the name of the nominee, a photograph, and a biography (must not exceed 5000 characters) along with a summary (must not exceed 200 characters) which is loaded onto the RiskNZ website 2022 Candidate pages, and used in the Electionrunner electronic voting form. Nominees must indicate their membership details, i.e. corporate or individual membership and if the nominee is a corporate member the nominee must indicate the organisation.
4. The Call for Nominations email will cover relevant information listed in Annex B. This email and the Nomination Form shall be sent to all Members.
5. The Board may also approach members to seek nominations.
6. Candidates should observe the following criteria and principles when considering submitting a nomination:
  - a. Candidates will have drive, energy and capacity to commit at least 4 hours per week to the role
  - b. Board members are highly visible to the members and take an active engagement role through networking, and by supporting local and national events and functions.
  - c. Board members also use their networks to promote RiskNZ and stimulate general engagement.
7. Candidates approached by the Board to put themselves forward will not be identified as such in the nominations process or material.
8. In the event that the exact number of nominations, or less, are received for the available vacancies by the prescribed date, there is no requirement to proceed to an electronic ballot
9. Once the nomination period has closed, the **Administration Officer** will provide the **Returning Officer** with:
10. The list shall consist of all individual members and the names of each person named by Corporate Members who are eligible to vote (Authorised Representative). Where a Corporate Member has not named an Authorised Representative, RiskNZ will treat the Corporate Member's contact person as the Authorised Representative.

11. The **Administration Officer** will be instructed by the **Returning Officer** to prepare a notice of the election containing information listed in Annex B, plus the information on the electronic voting process [Annex E] and distribute these by email to all Individual Members and Authorised Representatives.
12. Electronic voting information shall be retained for 60 days at which point, in the absence of any formal instruction to the contrary from the Board, the electronic voting record will be destroyed.
13. In the event of a vote being tied the tie shall be resolved by the incoming Board (excluding those in respect of whom the votes are tied).
14. The **Returning Officer** will report in writing (email) to the **Secretary** the numbers of votes received and the names of the elected persons together with the name and particulars of persons tied to resolve equality of voting (refer para 8). The result of the election shall be declared by resolution of the Board to accept the report of the **Returning Officer**.
15. The membership of the Board shall change on the 1st of April following the notification of the results of the election from the **Returning Officer**. The new Board will develop the business plan and budget for the following year, which the Chair will take to the Annual General Meeting, along with the annual report from the outgoing Board and Chair.
16. The **incoming and** outgoing members of the Board will meet (ideally at a face-to-face meeting) to ensure smooth handover.
17. The 2021 election will take place as per the timeline in Annex A.
18. In the absence of the **Administration Officer**, the functions prescribed for the Administration Officer above may be carried out by an **Officer** of the Society subject to the **Officer** giving notice to the Board of the intended substitution.

**Attached:**

- Annex A: Timeline for elections 2022
- Annex B: Checklist of key election communications to members
- Annex C: Candidate Nomination Form
- Annex D: Declaration Form from Administration Officer
- Annex E: Issue of electronic voting details

## ANNEX A: Timeline for Board elections in 2020

WHAT	WHO	TARGET DATE
Contact potential Returning Officer	Chair	Friday 15 Oct
Appoint Returning Officer	Board	Fri 22 Oct
Send copy of Resolution to Returning Officer	Secretary	Tues 26 Oct
Prepare Nomination Form	Chair & Secretary	Wed 27 Oct
Prepare Call for Nominations broadcast	Chair & Secretary	Fri 29 Oct
Website updated with elections materials	AO	Fri 29 Oct
Notice to members announcing the Election and opening of nominations and inviting people to stand/nominate to be Board members To include - <ul style="list-style-type: none"> <li>• Link to the web page where details are provided on the Board member eligibility, competencies and requirements, along with the form and any nominations requirements to download and details of where they should send it back</li> <li>• Process timeline</li> <li>• Number of vacancies and that they are all Board member vacancies</li> </ul>	AO	Thur 4 Nov
Reminder call for nominations	AO	Thur 11 Nov
Final call for nominations reminding people of the approaching deadline for nominations	AO	Mon 22 Nov
Nominations closure date		5pm on Fri 26 Nov
Prepare mailing list of current individual members and persons holding the vote of current corporate members	AO	Mon 29 Nov
Board to confirm Nominees are on the Member Register	Secretary & Board	Mon 29 Nov
<b>DECISION POINT - Have more than 4 nominations been received?</b> <b>If 4 or less nominations are received there is no requirement to implement an electronic vote.</b>		
Update website with nominee information to include: <ul style="list-style-type: none"> <li>• All approved nominees information</li> <li>• Number of Board vacancies</li> <li>• Photo and bio of each nominee where available</li> <li>• Brief on the election process and dates of the election (between December 9<sup>th</sup> and January 24<sup>th</sup>)</li> </ul>	AO	Wed 1 Dec
Send Nomination Forms and Declaration Form to Returning Officer	Secretary & AO	Wed 1 Dec

Guide Managing Director and Admin Officer on prep of Ballot Paper and Election Notice. Send status report to Board (via Secretary) In 2020 RiskNZ will adopt electronic voting	Returning Officer	Wed 1 Dec
Mailer announcing candidates standing for Election 2021 To include <ul style="list-style-type: none"> <li>• Link to the web page where candidate information is displayed including name, bio and photo</li> <li>• Alert that the elections will begin on 13 December and that the members will receive their personalised voter ID and key in their emails, along with a link leading to the Elections, so they can complete the voting process.</li> <li>• Alert that the voting process will close on 21 January</li> <li>• Contact information in case they have any questions</li> </ul>	AO	Mon 6 Dec
Communications to launch of the voting process To include <ul style="list-style-type: none"> <li>• Link to the web page where candidate information is displayed including name, bio and photo</li> <li>• Alert that they will receive their personalised voter ID and key in their emails, along with a link leading to the Elections, so they can complete the voting process. Process to explain how Election Runner works</li> <li>• Alert that the voting process will start on Monday 14 Dec close on January 22</li> <li>• Contact information in case they have any questions</li> </ul>	AO	Thur 9 Dec
Update information on the website with voting instructions	AO	Thur 9 Dec
<b>VOTING STARTS</b>		Monday 13 Dec
First set of voting emails – these are the actual emails that will provide the link to the ballot paper to cast their votes. The link will be provided along with a voter ID and voter key	AO	Mon 13 Dec
Second set of voting emails (targeted only to those who haven't finished voting yet) – these are the actual emails that will provide the link to the ballot paper to cast their votes. The link will be provided along with a voter ID and voter key	MD and AO	Monday 20 Dec
Third set of voting emails (targeted only to those who haven't finished voting yet) – these are the actual emails that will provide the link to the ballot paper to cast their votes. The link will be provided along with a voter ID and voter key	MD and AO	Monday 3 Jan
Fourth set of voting emails (targeted only to those who haven't finished voting yet) – these are the actual emails that will provide the link to the ballot paper to cast their votes. The link will be provided along with a voter ID and voter key	MD and AO	Monday 17 Jan
Final reminder on voting process and pointing to the end of voting on January 20 Jan via MailChimp.	MD and AO	Wed 19 Jan
Final set of voting emails (targeted only to those who haven't finished voting yet) – these are the actual emails that will provide the link to the ballot paper to cast their votes. The link will be provided along with a voter ID and voter key	MD and AO	Thur 20 Jan
Online voting closes		5pm Fri 21 Jan
Update website - voting closed	AO	Fri 21 Jan

Receive and process outcomes of the electronic voting	Returning Officer	Fri 28 Jan
Prepare election report for Board (via Secretary)	Returning Officer	Fri 4 Feb
Accept Election report (with results) by Board resolution	Secretary & Board	Weds 9 Feb
Contact new Board members and all the other candidates that stood in the election	Chair	Thurs 10 Feb
Check Returning Officers announcement of result, email to all membership and update website Announcement of the new Board mailer To include <ul style="list-style-type: none"> <li>• Welcome to the new Board members</li> <li>• Informing everyone that their term begins on 1 April 2022</li> </ul>	Returning Officer, Admin Officer & Secretary	Fri 11 Feb
Formal letter from RiskNZ thanking the Returning Officer for her contribution	Chair	Mon 14 Feb
Start the induction process for new Board members	Managing Director and Secretary	Mon 14 Feb
February Board meeting (the Constitution requires a Board meeting in February - it may be a teleconference call of all Board members, both existing and newly appointed Board members)		Thurs 24 Feb
New Board appoint Chair, Deputy Chair, Secretary, and Treasurer by resolution of the Board	Board and incoming Secretary	31 March
Website to be updated with new Board members' information	MD and AO	31 March
Destroy electronic voting information	Secretary and Returning Officer	90 days after

## ANNEX B

### Checklist of key election communications to members

Topic	Call for Nominations	Ballot Notices	Election Result	Ref
Overview	Yes	Yes	Yes	
Summary of constitutional requirements Access to Constitution , e.g. URL Composition of Board Term of appointment & maximum number of terms	Yes	Yes (brief summary)	Yes (abbreviated)	Constitution
Insight into workings of Board (for guidance to nominees) and the qualities & commitment sought from nominees.	Yes	n/a	n/a	Powerpoint presentation for new Board members
Returning Officer & voting process	Yes	Yes	n/a	
Specific instructions on Call for Nomination: use of Nominations Form return of Nomination Form by deadline	Yes	n/a	n/a	Annex C
Specific instructions on Voting: use of Electronic Voting uncontested appointments	n/a	Yes	n/a	Annex E
Names of committee member stand-downs: end-of-term elected members end-of-term co-opted members resigning members. All existing vacancies to be filled.	Yes	Yes (brief summary for big picture)	Yes (updated summary for big picture)	
Names of Board members continuing			n/a	
Biography/ candidates statements for: candidates for election	n/a	Yes	n/a	
Electronic voting information (Electionrunner) listing members in alphabetical order by surname (the latter to be indicated as such).	n/a	Yes	n/a	Annex E
Announcement of election results including: alphabetical by surname previously announced uncontested appointments mid-term Board members appointments for completeness.	n/a	n/a	Yes	

## ANNEX C

## RiskNZ Incorporated | 2022 ELECTION of BOARD CANDIDATE NOMINATION FORM

*Please note that nominations close at 5pm on Friday 26 November 2022*

I, \_\_\_\_\_ (your name) being (strike out the option which does not apply)

- a) an individual member of RiskNZ Incorporated, OR
- b) the Authorised Representative for the following Corporate member of RiskNZ Incorporated

\_\_\_\_\_ [insert name of Corporate member]

do nominate myself for election to the Board of RiskNZ Incorporated to be considered for the role of:

- Board member
- Treasurer.

### Biography / Candidate's Statement

Please complete your biography/candidate's statement under the following headings

1. **A Summary of your nomination.** This should not exceed 200 characters. *(please note the character count must include spaces and punctuation marks).*

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2. **Your biography and relevant information.** This should not exceed 5000 characters. *(please note the character count must include spaces and punctuation marks).*

You may wish to comment on:

- Your interests, strengths and track record.
- RiskNZ's business plan; which initiatives you support and what you wish to change.
- Your commitment: what commitment do you make to members should you be elected?

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3. **A photograph**

The photograph will appear against your candidate details on the RiskNZ website, and against your details on the Election Runner electronic voting ballot. The maximum file size is 2MB, acceptable file formats are .jpg, .gif, .png

\_\_\_\_\_  
[Signed]

An Individual member

Authorised Representative of Corporate member

***[If Corporate, enter name of organisation]***

\_\_\_\_\_  
[Print your name]

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