RiskNZ Board Elections Timeline 2022

STEP	WHAT	WHO	TARGET DATE	COMMENT
1	Contact potential Returning Officer	Chair	Fri 15 Oct	Chair email with Karen Price
2	Appoint Returning Officer	Board	Fri 22 Oct	By resolution
3	Send copy of Resolution to Returning Officer	Secretary	Tues 26 Oct	
4	Prepare Nomination Form	Chair & Secretary	Wed 28 Oct	
5	Prepare Call for Nominations broadcast	Chair & Secretary	Fri 29 Oct	Annex B
6	Website updated with elections materials	AO	Fri 29 Oct	
7	Notice to members announcing the Election and opening of nominations and inviting people to stand/nominate to be Board members To include - ● 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 ● Process timeline ● Number of vacancies and that they are all Board member vacancies	AO	Tuesday 2 Nov	
8	Reminder call for nominations	AO	Mon 15 Nov	

9	Final call for nominations reminding people of the approaching deadline for nominations	AO	Mon 22 Nov	
10	Nominations closure date		5pm on Fri 26 Nov	
11	DECISION POINT - Have more than 5 nominations been received? If 4 or less nominations are received there is no requirement to implement an electronic vote.			
12	Prepare mailing list of current individual members and persons holding the vote of current corporate members	AO	Mon 29 Nov	
13	Board to confirm Nominees are on the Member Register	Secretary & Board	Mon 29 Nov	
14	Send Nomination Forms and Declaration Form to Returning Officer. Returning officer to guide on the next steps	Secretary & AO	Mon 29 Nov	Annex D
15	Update website with nominee information To include: -All approved nominees information -Number of Board vacancies -Photo and bio of each nominee where available -Brief on the election process and dates of the election (between December 9th and January 24th)	AO	Fri 3 Dec	
16	Mailer announcing candidates standing for Election 2021 Communications to launch of the voting process To include • Link to the web page where candidate information is displayed including name, bio and photo	AO	Fri 3 Dec	

	● Alert that the elections will begin on December 14th 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. ● Alert that the voting process will close on January 22 ● Contact information in case they have any questions		
17	**VOTING STARTS**		Monday 13 Dec
18	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
19	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	EO and AO	Monday 20 Dec
20	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	EO and AO	Monday 3 Jan
21	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	EO and AO	Monday 17 Jan
22	Final reminder on voting process and pointing to the end of voting on January 20 Jan via MailChimp.	EO and AO	Wed 19 Jan
23	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	EO and AO	Thur 20 Jan
24	**Online voting closes**		5pm Fri 21 Jan
25	Update website - voting closed	AO	Fri 21 Jan
26	Receive and process outcomes of the electronic voting	AO/Returning Officer	Fri 28 Jan
27	Prepare election report for Board (via Secretary)	Returning Officer	Fri 4 Feb

28	Accept Election report (with results) by Board resolution	Secretary & Board	Weds 9 Feb	
29	Contact new Board members and all the other candidates that stood in the election	Chair	Thurs 10 Feb	
30	Check Returning Officers announcement of result, email to all membership and update website Announcement of the new Board mailer To include ● Welcome to the new Board members ● Informing everyone that their term begins on 1st March 2020	Returning Officer, Admin Officer & Secretary	Fri 11 Feb	
31	Formal letter from RiskNZ thanking the Returning Officer for her contribution	Chair	Mon 14 Feb	
32	Start the induction process for new Board members	Executive Officer and Secretary	Mon 14 Feb	Commence the induction Procedure
33	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	
34	New Board appoint Chair, Deputy Chair, Secretary, and Treasurer by resolution of the Board	Board and incoming Secretary	31 March	Board meeting
35	Website to be updated with new Board members' information	EO and AO	31 March	
36	Destroy electronic voting information	Secretary and Returning Officer	90 days after	