



CANDIDATE INFORMATION for 2022 ELECTION OF TRUSTEES

Each nomination paper must be in the hands of the Returning Officer by: **12 noon on Friday 9 September 2022**

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 666 031 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 666 031 or iro@electionz.com

2022 BOARD MEMBER ELECTION TIMETABLE

Relevant key dates are:

Nominations Open	Monday 1 August 2022
Nominations Close	12 noon Friday 9 September 2022
IF ELECTION REQUIRED	
Dispatch of voting papers to verified beneficiaries (voting opens)	Friday 30 September 2022
AGM	Commences 10am Saturday 5 November 2022
Postal and Internet Voting closes	11am Saturday 5 November 2022

ELECTION DETAILS

The Ngāti Koata Trust (the Trust) is governed by seven trustees, three of whom must retire by rotation later this year. Nominations are now sought to fill the pending vacancies on the Trust, which have a term of office of 3 years. One of the retiring Trustees can stand for re-election if they choose providing they continue to satisfy the eligibility criteria. The other 2 retiring Trustees have now served the maximum continuous term of office and cannot re-stand at this election.

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.

MEETING REQUIREMENTS

The Board meets approximately every month. Meetings are typically held on a Saturday or on a Thursday evening, either at the Trust's office, 137 Vickerman Street, Nelson or via electronic meeting and generally last three to six 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 \$25,000 and the Deputy Chair is paid \$15,000. Trustees are paid an annual honorarium of \$6000.

TERM OF OFFICE

Trustees hold office for three year terms. The successful candidates at this election will hold office until the conclusion of the 2025 AGM.

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 9 September 2022**. 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).

A criminal conviction check report is required for all candidates. To do this, the nomination form will include an application form for this to be carried out via a third party provider. All candidates are required to complete that application form and return it to the Returning Officer with their other nomination documents.

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 and by ballot box at the AGM.

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 300 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 9 September 2022 will be dealt with by way of special vote, subject to verification. Registration forms are available online at www.ngatikoata.com

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Completed nomination forms should be sent to the Returning Officer by scanning and emailing to nominations@electionz.com. The Returning Officer does not recommend returning completed nomination documents by post, so if email delivery is not possible please contact the Returning Officer on **0800 666 031** to discuss other options.