

# **anzea Governance Policy Appendix 3 Elections Manual (updated 2012)**

## **anzea Board elections**

The **anzea** Constitution provides for Board elections every two years, prior to the AGM (see **Appendix 1**). Elections are held in May-June in the even-numbered years, as follows (see also **Appendix 2**):

- The **anzea** Convenor has overall responsibility for ensuring that elections are held and occur as required by the Constitution
- The **anzea** Manager has responsibility for all administrative aspects of the election, including setting up the on-line voting system
- An independent scrutineer (not an **anzea** member) is required to ensure that vote counting is without bias; a scrutineer is suggested by the Convenor and approved by the Board via email no less than one month prior to voting; it is appropriate for this person to receive a koha for undertaking this function
- Elections follow the time line set out in **Appendix 2**
- New Board members are announced to the membership by email and then welcomed formally at the AGM following the election.

## **Board nominations process**

The Board nominations process is as follows:

- Members are invited to nominate **anzea** members to stand for the Board, using the prescribed process (see **Appendix 3**)
- All nominees and nominors must be current, paid-up members of **anzea**
- The call for nominations must be sent out to members no later than two months prior to the closing date for voting
- Nominations must be received no later than four weeks prior to the closing date for voting, to provide sufficient time for nominees to be notified to the membership prior to the election
- Notices to members should be in the form set out in **Appendices 4** and **5**.

## **anzea Branch Committee elections**

The **anzea** Constitution does not specify the frequency or process of Branch Committee elections. Policy agreed amongst the Branch Committees in April 2008 was as follows:

- Branch Committees will be elected every two years, in the same year as Board elections
- Branch elections will occur at the Branch AGMs in that year and will follow the Board elections; this is to allow for **anzea** members to transition effectively between positions on Branch Committees and the Board, where that occurs
- Branch Committee nominations will be called at least one month prior to each Branch's AGM
- Branch nominations require that nominees be resident in the relevant Branch region and that their nomination be supported by two other members resident in that region
- All nominees and nominors must be current, paid-up members of **anzea**
- Elections will be held by a show of hands at each Branch's AGM.

## Appendix 1: anzea Constitution excerpt

### 13. VOTING/ELECTIONS

1. Method of voting. All voting shall be by a combination of poll, postal or electronic vote and proxy.

2. Notice

The Secretary shall circulate to the membership requests for nominations for the officers of the Board no later than forty-two (42) days before the AGM. The closing date for nominations shall be twenty-eight days (28) before the AGM. The Secretary shall distribute ballot papers by post and email to the membership twenty-one (21) days before the AGM, and the closing date for the receipt of votes shall be forty-eight (48) hours before the AGM. The results of the election shall be declared at the AGM and published in the Newsletter. All members of the Association shall be eligible to stand for election as Officers of the Board.

Members shall have one vote each. In the case of a deadlock, the convenor of the meeting shall not have a casting vote. The deadlock will be resolved by the drawing of lots.

(i) Voting on the election of Office Bearers shall be by secret ballot.

(ii) On all other questions, voting shall be by show of hands or the voices, unless a secret ballot by a majority of the members present shall be demanded before the question is put to vote.

3. Voting Rights

(a) The right to vote at meetings except as otherwise provided in this Constitution shall apply as follows:

(i) Annual General Meeting – All Members

(ii) Board of Management Meetings – Board of Management office bearers

(b) Members of the Association may assign a proxy vote to any other member of the Association by a notice in writing to the Secretary no less than 14 days prior to the relevant meeting. A member of the Board may assign a proxy vote to any other member of the Board by a notice in writing to the Secretary no less than 7 days prior to the relevant vote.

## Appendix 2: anzea Election Schedule and Responsibility Matrix

Task	Deadline	Responsibility
Elections schedule disseminated to Manager and Communications portfolio	7/4	Convenor
Set up and test on-line voting system	15/4	Manager
1. Draft nominations notice to members, including information on: <ul style="list-style-type: none"> <li>Nominations process</li> <li>Eligible nominees</li> <li>How to locate relevant information</li> </ul> 2. Email drafted to all <b>anzea</b> members advising them how to vote (including how to access nominee information)	15/4	Convenor
Notice proofed	20/4	Communications portfolio
Disseminate nominations notice to members	30/4	Manager
Nominations final reminder notice to members	15/5	Manager
Identify independent scrutineer (non- <b>anzea</b> member) and arrange scrutiny and koha	15/5	Convenor
Nominations close	18/5	
Nominations collated and sent to Convenor	18/5	Manager
Nominees inserted into the on-line voting system	18/5	Manager
Voting instructions notice sent to members	21/5	Manager
Voting reminder notice sent to members	30/5	Manager
Final reminder notice sent to members	12/6	Manager
Voting closes	15/6	
Votes counted	20/6	Scrutineer
New Board members and existing Board advised	20/6	Convenor
Outcome advised to membership	30/6	Convenor
New Board members announced and welcomed	AGM	Convenor

## Appendix 3: Board nominations process

The nominations process is as follows:

1. A fully up to date list of **anzea** members who have agreed that their details can be made public is posted on the website
2. The invitation email below is sent out to all **anzea** members on 30/4, including the “**anzea** Board nomination guidelines” (see **Appendix 5**)
3. A reminder email is sent to members on 15/5
4. All nominees are asked to read and agree to the **anzea** Board Code of Conduct prior to their nominations being accepted (see **Appendix 6**)
5. Only nominations received by the closing date of close of business 18 May will be accepted
6. The list of accepted nominees and their bios is posted on the **anzea** website.

### Invitation email 30/4

Subject heading: ANZEA Board elections [year] – Call for nominations

Kia ora **anzea** member

You are invited to send in nominations of **anzea** members as nominees to the **anzea** Board and/or as **anzea** Convenor for the term 1 July [year] to 30 June [year].

Only current **anzea** members are eligible; however nominees may join **anzea** between being nominated and the time their nomination is accepted. *The closing date for nominations is close of business 18 May 2012.* A list of current **anzea** members who have agreed for their details to be made public and their email contacts is available on the **anzea** website [Please click here](#)

You are very welcome to nominate yourself. Full details on how to make a nomination are contained in the attached “**anzea** Board nomination guidelines”.

Ideally nominations will be representative of the **anzea** regions and the following sectors suggested in the **anzea** Constitution:

- Māori
- Pacific peoples
- Migrants
- Private sector evaluation providers
- Public sector evaluation purchasers
- Academic sector evaluation educators
- Community representative
- Gender balance

*Note that the nomination, seconder and acceptance must all be received by close of business on 18 May.*

If you need any assistance, you are very welcome to contact the **anzea** Manager Jackie

Bourne at [info@anzea.org.nz](mailto:info@anzea.org.nz).

We very much look forward to receiving your nominations!

Pam Oliver  
Convenor **anzea**

## Attachment (see **Appendix 5**)

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### **Reminder email 14/5**

Subject heading: ANZEA Board elections [year] – Reminder call for nominations

Kia ora **anzea** member

This is a final reminder to send in nominations of **anzea** members as nominees to the **anzea** Board for the term 1 July [year] to 30 June [year]. The closing date for nominations is *close of business 18 May*, so you still have time to make a nomination.

Only current **anzea** members are eligible; however nominees may join **anzea** between being nominated and the time their nomination is accepted. *The closing date for nominations is close of business 18 May [year]*. A list of current **anzea** members who have agreed for their details to be made public and their email contacts is available on the **anzea** website [please click here](#)

You are very welcome to nominate yourself. Full details on how to make a nomination are contained in the attached “**anzea** Board nomination guidelines” .

*Note that the nomination, seconder and acceptance must all be received by close of business on 18 May.*

If you need any assistance, you are very welcome to contact the **anzea** Manager Jackie Bourne at [info@anzea.org.nz](mailto:info@anzea.org.nz).

We very much look forward to receiving your nominations!

Pam Oliver  
Convenor **anzea**

## Attachment (see **Appendix 5**)

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### **Acknowledgement email – sent to the nominee and both nominors**

Subject heading: ANZEA Board nomination

Kia ora

Thank you for your nomination of [nominee's name] to the **anzea** Board / for the position of **anzea** Convenor. This nomination will be entered into the list of nominees and the biography posted on the **anzea** website.

Regards  
Jackie Bourne  
**anzea** Manager

## Appendix 4: Notices re Board elections

First notice 21 May

Subject heading: ANZEA Board elections *[year]* – Vote now

Kia ora **anzea** member

You are invited to cast your votes now for the **anzea** Convenor and Board for the [year]-[year] term.

There is an excellent line-up of nominees from a wide range of sectors. In casting your votes, we encourage you to consider the goals of the **anzea** Constitution, to ensure some continuity of Board membership, and to elect Boards that include representation across the following sectors:

- A gender balance
- Māori
- Pacific peoples
- Migrants
- Private sector evaluation providers
- Public sector evaluation purchasers
- Academic sector evaluation educators
- Community representative
- Lower North Island region
- Upper North Island region
- South Island regions

To read the biographies of the nominees to the positions of both Convenor and Board members, please click [here](#).

Please note that there is only one nominee for the Convenor role. To meet the requirement that voters are given a genuine option, you will be asked to vote either for or against the nomination. The Constitution provides for a Convenor to be elected by the Board in the event of no Convenor being elected by the membership.

Please note that ***voting closes on midnight 15 June 2012***. Please vote now - it is a very quick process that may get overlooked if you leave it for later.

You will be informed of the results before 30 June. If you have any questions about the process please contact the **anzea** Manager Jackie Bourne on 0800 EVALUATE or [info@anzea.org.nz](mailto:info@anzea.org.nz).

Thanks for your participation.

Pam Oliver  
Convenor **anzea**

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Reminder notice 30 May

Subject heading: ANZEA Board elections [year] – Vote NOW

Kia ora **anzea** member

Thanks to all of you who have voted already. For those who haven't yet, please cast your votes now for the **anzea** Convenor and Board for the 2012-2014 term. In casting your votes, we encourage you to consider the goals of the **anzea** Constitution, to ensure some continuity of Board membership, and to elect Boards that include representation across the following sectors:

- A gender balance
- Māori
- Pacific peoples
- Migrants
- Private sector evaluation providers
- Public sector evaluation purchasers
- Academic sector evaluation educators
- Community representative
- Lower North Island region
- Upper North Island region
- South Island regions

To read the biographies of the nominees to the positions of both Convenor and Board members, please click [here](#).

Please note that there is only one nominee for the Convenor role. To meet the requirement that voters are given a genuine option, you will be asked to vote either for or against the nomination. The Constitution provides for a Convenor to be elected by the Board in the event of no Convenor being elected by the membership.

Note that **voting closes on midnight 15 June 2012**. **Please vote NOW** - it is a very quick process that may get overlooked if you leave it for later.

You will be informed of the results before 30 June. If you have any questions about the process please contact the **anzea** Manager Jackie Bourne on 0800 EVALUATE or [info@anzea.org.nz](mailto:info@anzea.org.nz) .

Thanks for your participation.

Pam Oliver  
Convenor **anzea**

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Final reminder notice 12 June

Subject heading: ANZEA Board elections [year] – Last chance to vote



Kia ora **anzea** member

This is a final reminder to cast your vote for the **anzea** Convenor and Board for the 2012-2014 term. . In casting your votes, we encourage you to consider the goals of the **anzea** Constitution, to ensure some continuity of Board membership, and to elect Boards that include representation across the following sectors:

- A gender balance
- Māori
- Pacific peoples
- Migrants
- Private sector evaluation providers
- Public sector evaluation purchasers
- Academic sector evaluation educators
- Community representative
- Lower North Island region
- Upper North Island region
- South Island regions

To read the biographies of the nominees to the positions of both Convenor and Board members, please click [here](#).

Please note that there is only one nominee for the Convenor role. To meet the requirement that voters are given a genuine option, you will be asked to vote either for or against the nomination. The Constitution provides for a Convenor to be elected by the Board in the event of no Convenor being elected by the membership.

Please note that **voting closes on midnight 15 June [year]**.

Thanks for your participation.

[Pam Oliver  
Convenor **anzea**

## Appendix 5: anzea Board nomination guidelines

Note – this is added as a Word attachment to the nominations emails.

### anzea Board nomination guidelines

The process for nominating **anzea** Board members and the **anzea** Convenor will occur by email. *Note:* if you wish to nominate someone as Convenor, it is suggested that you also nominate them to the Board.

The process is as follows:

1. The first nominor obtains initial agreement from the nominee to be nominated
2. The first nominor emails the nomination to the second nominor, containing the following wording (*copy and paste into your own email*):

“I [first nominor’s name] wish to nominate [nominee’s name] to the **anzea** Board and/or as **anzea** Convenor [*delete as appropriate*] for the [year]-[year] term.”

3. The second nominor adds the wording below, and then emails the nomination to the nominee.

“I [2nd nominor’s name] support the nomination of [nominee’s name] to the **anzea** Board and/or as **anzea** Convenor [*delete as appropriate*] for the [year]-[year] term.”

4. The nominee emails the nomination by no later than 15/5 to the **anzea** Manager at [info@anzea.org.nz](mailto:info@anzea.org.nz), containing the following wording:

“I [nominee] accept nomination to the **anzea** Board and/or as **anzea** Convenor [*delete as appropriate*] for the [year]-[year] term. I attach a short bio for publication on the **anzea** website.”

5. The nominee attaches:
  - i) a bio of no more than 250 words, which may be in any format but must be in Microsoft Word
  - ii) a declaration confirming that they have read and agree to the **anzea** Board Code of Conduct
6. All nominations will be acknowledged by the **anzea** Manager.
7. All nominees will be required to send an email confirming that they have read and agree to the **anzea** Board Code of Conduct before their nomination is formally accepted.

## Appendix 6: anzea Board nominee declaration

I [name] agree to abide by the following commitments and principles in undertaking my role if elected as an **anzea** Board member, specifically to:

- Be a Board member for a two year term
- Undertake at least one portfolio responsibility and the reporting requirements of that portfolio
- Maintain the confidentiality of discussion in Board meetings
- Declare any personal or professional conflicts of interest in relation to any aspect or instance of Board decision-making, including electronic decision-making
- Agree to consensus process as the preferred Board decision-making process
- Undertake an induction to **anzea** Board activity and **anzea** policy, plus up to half a day's additional governance training as required in each year
- Be available for three one-day Board meetings per year on week days; this commitment involves an agreement to the following:
  - ✧ Give high priority to up to all three meetings
  - ✧ Give the maximum notice possible if unable to attend a Board meeting **and** send in written comment on at least all identified items in portfolio reports requiring a decision to be made
  - ✧ Send in on time and contribute to any portfolio report/s for which each Board member is responsible
- Participate as required in essential decision-making outside of Board meetings, including email decision-making, and respond in a timely manner (72 hours)
- Work collegially with other **anzea** officers
- Behave at all times in a respectful and professional manner towards Board members and **anzea** officers
- Act in accordance generally with the **anzea** Constitution and policies, in particular:
  - ✧ Regular attendance at **anzea** Board meetings
  - ✧ Maintain membership of **anzea** by ensuring payment of the annual member subscription

**Signed:**

**Name:**

**Date:**