



MANIAPOTO
MĀORI TRUST BOARD

2021 Triennial Election of Trustees

CANDIDATE HANDBOOK

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INTRODUCTION

This booklet outlines information which may be of interest to you as a candidate in the 2021 Maniapoto Māori Trust Board Triennial Election of Trustees.

The Board is made up of 15 Trustees.

- Seven (7) trustees are appointed by the seven (7) MMTB regional management committees (RMCs). One appointment per RMC.
- One (1) trustee is appointed by the Kaumātua Kaunihera
- One (1) trustee is appointed by Kiingi Tuheitia
- Six (6) trustees are elected by those eligible to vote on the electoral roll i.e. the tribal register

This booklet has been prepared as a guide to assist possible candidates and others interested in the general election process only.

The role of a Maniapoto Māori Trust Board (MMTB) Trustee is to govern the organisation. As a prospective candidate, this will be your key role and it will be expected that you will possess the necessary skills to enhance the governance of the organisation.

Governance can be defined as:

To direct and control the actions, affairs and functions of the organisation through policy and resource allocation.

As part of the governance role the MMTB Trustees undertake three distinct, but vital functions being:

- Setting of expectations for the organisation's overall performance.
- Performance monitoring and assurance of contractual/legal compliance
- Assurance and management of the MMTB trustees own performance.

In undertaking those functions the MMTB Trustees accept their role is:

- To address the "ends" or outcomes and that the "means" are delegated to the staff.
- To govern in the best interests of the organisation and beneficiaries as a whole, not of sector or interest groups.
- To equally share responsibility and accountability for the decisions of the Board of Trustees.
- To advance the performance of the organisation in the interests of the beneficiaries to ensure expectations are met.
- To consult and report to beneficiaries as appropriate.
- To manage performance by setting performance expectations and monitoring achievements against them.

The collective skills and characteristics of the Board of Trustees to fulfil these functions are:

- Te Reo Māori me ngā tīkanga (Kōrero i te Reo Māori me te mau ki ngā tīkanga)
- Maniapoto linkages and committed to Maniapoto Iwi Advancement
- Strategic leadership in business or Not for Profit Sectors
- Good governance experience, corporate, Māori or Not for Profit
- Committed to iwi economic, cultural and social development
- Managing Treaty Settlement Assets (Fisheries and Cultural and cash assets)
- Business knowledge and experience
- Financial management knowledge and experience (bankers, accountants, financial analysts)
- Knowledge and experience in human resource development
- Knowledge of legal, government and regulatory environment

The skills and characteristics of the individual Board Trustees to fulfil these functions are:

- They are living in New Zealand throughout their term of office
- Strong commitment to the organisation's mission
- Experienced governance or Management Skills
- Strong communication skills, cooperative and collaborative skills
- Performance and result oriented
- Personal integrity and professional credibility
- Political savvy, able to work with a united team
- Time availability – (ie full day monthly Board of Trustees meetings, half day monthly sub committee meetings, quarterly Hui-a-Iwi, Hui-a-Tau and other relationship hui)
- Character reference to be provided
- Referees to be provided
- Consent to Police Vetting process

The MMTB Code of Conduct and Ethics Policy and a copy of the Strategic Plan can be obtained by phoning their offices on (07) 878 6234 or 0800 668 285.

It is also important to note the requirements for membership of Boards under the Māori Trust Boards Act 1955 Part 2, Section 14.3 and 14.4.

Candidates or other persons requiring more detailed information should contact the Returning Officer, Anthony Morton or the MMTB Chief Executive.

Returning Officer

The Board has appointed **Anthony Morton** from *electionz.com* as the Returning Officer. **Warwick Lampp** from *electionz.com* has been appointed the Deputy Returning Officer.

Anthony Morton works for *electionz.com*, an elections management company based in Christchurch. *electionz.com* have had considerable experience in conducting elections in New Zealand since 2000, including numerous polls and elections for Māori Trust Boards.

The role of the Returning Officer (RO) is to conduct the election in accordance with the presiding Acts and regulations, as well as in accordance with standard election management practices.

Subject to those regulations the RO has complete and final control over how the election is carried out. The RO is engaged by the Chief Executive, and is responsible to, but does not take direction from the CEO or the existing Board.

The RO is responsible for all staff, systems, resources, policies, procedures and actions to ensure that the democratic process is carried out with utmost integrity, security and fairness for all parties.

Queries regarding the actions or performance of the RO for the Maniapoto Māori Trust Board should be directed to the Chief Executive, Maniapoto Māori Trust Board, phone 07 878 6234.

The elections are being conducted by postal and internet voting with election closing day being Friday 21 May 2021.

For further information please phone the Returning Officer - Anthony Morton on the Election Helpline at *electionz.com*, toll free on: 0800 666 045.

VOTING METHOD & ELECTION DETAILS

VOTING METHOD

The Election of Trustees will be carried out by postal and internet voting using the First Past the Post (FPP) voting method. Candidate names will be in alphabetical order on the voting documents.

ENROLMENT REQUIREMENTS

Each beneficiary of the MMTB who is 18 years old or over is entitled to enrol on the register (with valid postal address details). Voting papers will be sent to all those beneficiaries whose names appear on the register as at 12 noon on Wednesday 7 April 2021.

The Maniapoto Māori Trust Board covers an area that is not confined to the Te Kuiti district, or any specific geographical boundaries.

Those eligible to stand as candidates and vote in the MMTB triennial election are all beneficiaries (18 years of age or older) registered at the time of roll closure, being 12 noon on

Wednesday 7 April 2021. Beneficiaries can register from any part of New Zealand (or overseas) as long as tribal affiliation exists.

Tribal register enrolment forms are available from the Trust office at 49 Taupiri St, Te Kuiti or by phoning 07 878 6234, or 0800 668 285. They can also be downloaded from the MMTB website: www.maniapoto.iwi.nz. Each form requires the beneficiary to provide full name, physical address, postal address, and tribal affiliation details.

The MMTB has the jurisdiction to determine whether any person applying for inclusion on its Roll of Beneficiaries is qualified, pursuant to Section 45 of the Māori Trust Boards Act 1955.

It is the responsibility of each adult beneficiary of the MMTB to have their name and correct postal address included on the Roll.

An election will be held by postal and internet vote if the number of valid nominations received by the closing date for nominations exceeds the number of trustees required to be elected. The voting period will be from Friday 23 April to 12 noon, Friday 21 May 2021.

ELECTION TIMETABLE

Vacancies:	Six (6) positions on the MMTB Board of Trustees
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KEY DATES	
From Wednesday 10 March 2021	Public notices calling for nominations
Wednesday 10 March 2021	Nominations open
Wednesday 7 April 2021	Nominations close 12 noon, candidates advised to MMTB
Wednesday 7 April 2021	Electoral Roll (Tribal Register) closes
Friday 23 April 2021	Mail Lodgement Day - Voting papers lodged with NZ Post
Friday 21 May 2021	Election Day, voting closes at 12 noon
Friday 21 May 2021	Votes counted, official result produced and advised to MMTB Chief Executive and to candidates.
Tuesday 25 May 2021	Notification of results to Iwi by public notice and to Minister of Māori Development.
Sunday 01 August 2021	Elected trustees Induction at the MMTB offices

NOMINATIONS

KEY DATES

- Nominations open on **Wednesday 10 March 2021**.
- Nominations close at **12 noon on Wednesday 7 April 2021**.
- A public notice calling for nominations will appear in the daily newspapers on two consecutive days, being Wednesday 10 March and Thursday 11 March 2021.

NOMINATION PAPERS

Each nomination must be made on the appropriate official nomination paper. Nomination papers can be requested by:

Free Phone: **0800 666 045**
Email: **iro@electionz.com**
Post: **PO Box 3138, Christchurch 8140**

Nomination forms are also available from the MMTB office, 49 Taupiri St, Te Kuiti, phone 07 878 6234 or 0800 668 285.

ELIGIBILITY

To stand in this election you must:

- complete and return the official nomination form and associated Ministry of Justice - Criminal Conviction History application form before the close of nomination deadline; and
- be registered with Maniapoto Māori Trust Board by midday 7 April 2021; and
- have five people to nominate your candidacy (these people must also be registered with Maniapoto Māori Trust Board by midday 7 April 2021); and
- not be prevented from appointment by the following items listed under S14(3) & S14(4) of the Maori Trust Boards Act 1955:

S14(3)

- a person who is subject to a personal order or a property order made under the Protection of Personal and Property Rights Act 1988 or for whom a trustee corporation is acting as manager under section 32 or 33 of that Act; or*
- a bankrupt who has not obtained his order of discharge, or whose order of discharge is suspended for a term not yet expired, or is subject to conditions not yet fulfilled; or*
- a person convicted of any offence punishable by imprisonment for a term of 6 months or longer, unless he has received a free pardon or has served his sentence or otherwise suffered the penalty imposed upon him.*

S14(4)

No person shall be capable of being elected or appointed to be, or of being, a member of a Board unless he is, in relation to that Board, a beneficiary.

CRIMINAL CONVICTION CHECK APPLICATION FORM

An application form for a criminal conviction check report is included as part of the nomination form. All candidates are required to complete and return this to the Returning Officer as part of the nomination process. The Returning Officer will then submit the applications to the Ministry of Justice via their third party agency.

Step 1 of the application form is complete and requires no further input from the candidates. A checklist for completion of the remaining steps of the criminal conviction check application form is included as the last page of the nomination form. Candidates should refer to that when completing the application form.

There is no charge to the candidate to complete this form. Results are usually available within 4 business days of submitting the application form.

LODGEMENT OF NOMINATION PAPERS

Nominations close at 12 noon on Wednesday 7 April 2021.

- Nomination forms must be received in the hands of the Returning Officer, Anthony Morton, at the offices of *electionz.com*, 3/3 Pukaki Rd, Christchurch no later than the above time and date.
- Nomination forms should be emailed to the Returning Officer at nominations@electionz.com
- Once lodged, Nomination forms are checked to ensure that the candidate and nominators are on the Roll of Beneficiaries.
- The candidate profile statement **must** be submitted at the same time as the nomination form. An optional photo may also be submitted. The nomination form will not be accepted if the candidate profile statement is not submitted with it. (See page 9 for further details on the format of candidate profile statements).
- The lodgement of Nomination forms should **not** be left to the last minute. Should a Nomination form be lodged late on the morning nominations close, and be incorrectly completed or refer to an ineligible nominator, there may be insufficient time to correct the situation and the Nomination form could be invalidated.

Please do not leave lodging your nomination to the last minute.

- Nomination forms can be mailed to the Returning Officer, Maniapoto Māori Trust Board, P O Box 3138, Christchurch 8140, but **should they be received** by the Returning Officer **after** the close of nominations, the nomination is **invalid**.
- Nomination forms can also be lodged at the MMTB Office, 49 Taupiri St, Te Kuiti before 12 noon on Wednesday 7 April 2021.
- Written, email, or phone confirmation of an accepted nomination will be given to each candidate as soon as the nomination form is verified.

PROCESSES AFTER THE CLOSE OF NOMINATIONS

Once nominations have closed, a list of all candidates will be provided to the MMTB for publication on the MMTB's website, www.maniapoto.iwi.nz

Candidate names will appear alphabetically on the voting paper, with Surname first, followed by their Christian names, i.e.: **SMITH John**

Voting papers will be lodged with NZ Post for distribution to registered beneficiaries on Friday 23 April 2021. Voting closes at 12 noon on Friday 21 May 2021.

CANDIDATE PROFILE STATEMENTS

CANDIDATE PROFILES

The MMTB requires candidate profiles to be provided by each candidate with the nomination form. If an election is required, these are collated by the Returning Officer and forwarded to registered beneficiaries in a candidate profile document with the voting papers.

Candidate Profile Statements

- **Must** not exceed 250 words in total (excluding the candidate's name).

The word limit will be strictly enforced.

- **Must** be provided electronically as a Word .doc or PDF file.

- It is recommended that the candidate profile be structured on the following basis:

Short Pepeha:

Tribal Affiliation:

Occupation:

Current Qualifications:

Personal Interests:

Community involvement:

Candidate statement:

- **Must** be confined to information concerning the candidate, and the candidate's policies and intentions if elected
- **May** include a recent (i.e. less than one year old) photograph of the candidate only (i.e. not part of a group)

Photos should preferably be in colour and provided in an electronic format (scanned as a jpeg attachment on 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)**

- The English or Māori text must be plain black and white text, but special formatting (macrons, bold, italics, underlining, quote marks,) is permitted.

QUERIES

Any queries regarding the elections process or the candidate profiles must be directed to the Returning Officer or Deputy Returning Officer:

Anthony Morton
Returning Officer
electionz.com Ltd
Ph 0800 666 045
iro@electionz.com

Warwick Lapp
Deputy Returning Officer
electionz.com Ltd
Ph 0800 666 045
iro@electionz.com

CAMPAIGNING AND VOTE PROCESSING

CAMPAIGNING

- Election campaigning by candidates can commence at any time.
- No election material can contain any untrue statement defamatory of any candidate and calculated to influence the vote of any elector.
- No election material may contain an imitation voting paper which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contain such direction or indication likely to influence the voter.
- Voting Papers are **not** permitted to be collected from electors by candidates or persons on their behalf. Each elector is required to post or deliver his or her own voting paper to the Returning Officer, or vote online.

Any acts committed by candidates that constitute criminal offences will be referred to the Police for their action.

ELECTORAL ROLLS

The Electoral Roll (being the register of beneficiaries of the MMTB as at 7 April 2021) is **not** available to candidates for electioneering purposes.

VOTE PROCESSING

The processing of the voting papers is being carried out by *electionz.com* at its at 3/3 Pukaki Road, Christchurch. Voting papers should be returned in the reply paid return envelope to *electionz.com* at P O Box 3138 Christchurch 8140.

Voting papers will then be opened, batched, checked, scanned and processed by *electionz.com* in the presence of the Returning Officer.

It is expected that results will be available by 2pm on Friday 21 May 2021. The Returning Officer will email the election results to candidates as soon as possible on Friday 21 May 2021.

SCRUTINEERS

Each candidate may nominate in writing one scrutineer to be present at the counting of votes on Friday 21 May 2021 in Christchurch. Candidates are not permitted to appoint themselves as scrutineers. Note that if appointed, scrutineer costs are the responsibility of the candidate and are not reimbursed by the MMTB in any way.

Any candidate considering appointing a scrutineer should contact the Returning Officer for further details on 0800 666 045.



REMUNERATION AND BOARD MEETINGS

TRUSTEES' REMUNERATION

Current Level of Trustees' Fees (may be subject to change)

Chairperson	\$25,200 pa (before tax)
Vice Chairperson	\$15,000 pa (before tax)
Trustees	\$75 per hour up to a maximum of \$600 (before tax) per day for MMTB & Sub Committee Hui \$50 per hour up to a maximum of \$250 (before tax) per day for MMTB Strategic Relationship Hui

TRUSTEES' EXPENSES

Each Trustee is entitled to be paid for all actual and reasonable travelling, accommodation and other expenses incurred by the Trustee in connection with the Trustee's attendance at meetings or otherwise in connection with MMTB business. The approval of the MMTB Chairperson is required prior to expenses being incurred.

BOARD MEETINGS

MMTB meetings are generally held on the first Monday of each month in Te Kuiti. Meetings will generally commence at 9am and usually finish by 4pm.

Prior to each meeting, agenda papers and other relevant documentation will be circulated to the Trustees.

Trustees are also often requested to make presentations or represent MMTB at hui other than monthly Board meetings.

SUB COMMITTEE MEETINGS

Trustees will also be involved with various Sub Committees (ie Finance Audit & Risk; Distributions, Health & Safety, Maniapoto Economic Innovation and Research etc) from time to time and attendance at these Sub Committee meetings is also an expectation (NB: these meetings are in addition to the normal monthly board meetings).

WHEN DO NEW ELECTED TRUSTEES COME INTO OFFICE

Successful candidates who are elected as trustees of the MMTB take office from 28 July 2021.



