

Green Party of Aotearoa New Zealand

Candidate Selection and List Ranking Procedures 2010

Approved by the National Executive of the Green Party of Aotearoa New Zealand

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0. Preamble:

The Candidate Selection and List Ranking process is under the ultimate direction of the Green Party Executive as provided for in Section 10.1 of the Green Party Constitution. Once approved by the Green Party National Executive, these procedures remain in force until amended by the Green Party National Executive.

1. Definitions:

- I. "current member" means a member of the Green Party of Aotearoa New Zealand ("Green Party") paid-up for their current subscription year as set out in Clause 4.4 of the Green Party Constitution, and for the avoidance of doubt, excludes "grace" members.
- II. The phrase "a member for six months or more" as used in this document and the candidate nomination forms shall be interpreted to mean: a current member who has also been a member of the Green Party for any continuous period of six months or more since the date of the previous General Election; where less than six months has passed since the previous General Election, the General Election before that shall be used as the reference point..
- III. "appropriate province/electorate/branch has the resources available to conduct a viable campaign in that electorate" means that the province/electorate/branch meets the criteria in respect of campaign readiness established from time to time by the Campaign Committee.
- IV. "Campaign Committee" means the national Campaign Committee of the Green Party of Aotearoa New Zealand, as appointed by the National Executive.
- V. "criteria in respect of campaign readiness" means the criteria establishing that the appropriate branch and/or province has the resources and capacity to conduct a viable campaign in an electorate, that may be set from time to time by the Campaign Committee, in consultation with the CSEPC, and notified to branches and provinces.
- VI. "CSPA" means the Candidate Selection Electoral Process Administrator appointed by the National Executive.
- VII. "CSEPC" means the Candidate Selection and Electoral Process Committee, as defined in Appendix A.
- VIII. "CSMO" means a Candidate Selection Meeting Organiser
- IX. A person is "eligible to Chair an Electorate Candidate Selection Meeting" if they are:
 - i. a National Executive member, preferably from outside the province(s) within which the electorate is located;
 - ii. an MP; or
 - iii. someone else approved beforehand by the national Co-Convenors;
 - iv. and are free from conflict of interest.
- X. "geographically dispersed " means an electorate deemed by the CSEPC (or the National Executive in the case of a by-election) to be geographically-dispersed in consultation with the Responsible Group(s).
- XI. "Preferential Voting" means the process for selecting a single candidate by STV as defined in Part 2 of Schedule 1A of the Local Electoral Regulations 2001.
- XII. "Re-open Nominations being successfully voted for" means that where only one candidate is standing, Re-open nominations has received more than 25% of the valid votes cast, and where more than one candidate is standing, Re-Open nominations has received more than 50% of the valid votes cast. This definition is based on Standing Orders and any questions about interpretation should be

referred to Standing Orders Committee by the CSEPC.

XIII. "Responsible Group(s)" means the Branch(es) responsible for an electorate or, where no suitable branch(es) exists, the Province(s), responsible for that electorate.

XIV. "Single Transferable Vote with successive exclusion (STV[SE])" means the use of STV, as provided for in Schedule 1A of the Local Electoral Regulations 2001, to sequentially fill places on the Party List from the bottom up. Where N is the number of candidates for list places, STV[SE] uses STV to first elect N-1 candidates, and the losing candidate is placed at position N on the Party List. The person at position N is then removed from consideration in any subsequent list. STV is then used to elect N-2 candidates, with the losing candidate placed at N-1 on the list and removed from further consideration in any subsequent list. This process is repeated until the entire list is filled.

XV. "strategic electorate" means an electorate deemed to be strategic for candidate selection purposes by the National Executive, on the recommendation of the Campaign Committee

XVI. "ranked section of the Party List" means the places 1-30 (inclusive) of the Final Party List.

2. Preparation

2.1 The National Executive determines a date for the opening of the Candidate Pool.

2.2 The National Executive establishes the Candidate Selection and Electoral Process Committee (CSEPC) (refer attached brief as Appendix A) . This committee will oversee the entry of candidates into the Candidate Pool and the conduct of electoral procedures concerning candidates. The CSEPC will continue in existence until after the next general election. Following the election the Committee will prepare a report on its work within three months of the election, and then go into recess.

2.3 The National Executive appoints a Candidate Selection Electoral Process Administrator (CSPA) to administer the candidate selection and electoral processes.

2.4 The National Executive adopts:

- a) a timetable for the Candidate Selection and List Ranking process within six months of the Candidate Pool being opened;
- b) the Parliamentary Candidate Pool Declaration and Nomination form;
- c) a list of Ideal Candidate Attributes;
- d) the Electorate Candidate Nomination form;
- e) the List-only Candidate Nomination and Intention forms;
- f) the Notice of Electorate Candidate Selection meeting;
- g) the voting and vote processing procedures for the list ranking process within six months of the Candidate Pool being opened.

3. Candidate Pool

3.1 There shall be a national Candidate Pool comprising all persons accepted by the National Executive to be Parliamentary candidates in a general election. A person must have been admitted to the Pool before they can apply to be either an electorate candidate in a general election or be included on the Party List.

3.2 The Campaign Committee will advise the National Executive and the CSEPC of particularly desirable strengths, experiences, commitment and balance being sought in the Green Party candidate team for the parliamentary elections; once adopted by the National Executive, with or without modification, these shall form the Ideal Candidate Attributes

3.3 Members considering standing as candidates will be invited to register their expression of

interest with the CSPA once the Candidate Pool opens. They will be sent the Ideal Candidate Attributes, Parliamentary Candidate Pool Declaration and Nomination form and a questionnaire to help them carefully consider their nomination for the Candidate Pool.

3.4 The date for the opening of the Candidate Pool will be publicised widely to all members, with details of how to get nomination forms.

3.5 All members wishing to stand as candidates in the coming general election must be current members. They must complete a self-assessment questionnaire and an official Parliamentary Candidate Pool Declaration and Nomination form and be nominated by five members of the Green party who have been members for six months or more at the time of nomination and who are prepared to act as referees. At least three of the nominators must come from the province in which the candidate resides at the time of nomination. Potential candidates are required to declare that they have confirmed that their nominators are eligible to sign.

3.6 All records relating to the candidate selection and list ranking process will be kept in the Green Party National Office

3.7 The CSEPC will scrutinise each prospective candidate closely before he/she is admitted into the Candidate Pool. The committee's task is to ensure that all candidates will make a positive contribution to the Green Party campaign locally and/or nationally.

3.8 The CSEPC must positively determine that each candidate has the necessary skills, attributes, knowledge and experience to make a positive contribution to the Green Party campaign, as well as ensuring there are no negative factors that would exclude a potential candidate from the Candidate Pool. Candidates should expect to be interviewed and the Committee may also make further inquiries as to a potential candidate's suitability. In the case of sitting Green Members of Parliament the CSEPC may use its discretion to modify the level of scrutiny applied before forming a judgement as to their suitability.

3.9 The CSEPC will make a recommendation to the National Executive on the merits of each prospective candidate and whether the person should be admitted to the Candidate Pool. The National Executive is not obliged to accept the recommendation of the committee and may refer the matter back to the CSEPC for further consideration or make its own inquiries. The National Executive will decide whether to admit a person to the Candidate Pool and will be responsible for notifying the CSEPC and the prospective candidate of their decision. If the person is admitted into the Candidate Pool they are then eligible for nomination as an electorate candidate or as a list-only candidate.

3.10 Prospective candidates may appeal the decision of the National Executive if they believe they have been denied natural justice including but not limited to being denied the opportunity to be heard or any allegations of bias or predetermination on the part of the decision-maker. A prospective candidate wishing to appeal must write to the Co-convenors giving reasons why they believe their case should be reviewed. A Review Group consisting of the convenor of the CSEPC and the Co-convenors shall review the decision, make such inquiries as they believe necessary, and make their recommendation to the National Executive who will make a final decision. The National Executive will notify the prospective candidate of its decision.

3.11 The committee will notify the membership of the date at which the Candidate Pool closes for the purpose of the list ranking process as per the election timetable adopted by National Executive.

3.12 Prior to the closing of the Candidate Pool for list-ranking purposes, the National Executive will decide whether the Candidate Pool will remain open until a later date for the purpose of admitting further potential electorate or List-Only candidates. Any such successful candidates will be listed in the alphabetical section of the Party List (see 5.3.2).

3.13 All candidates selected for electorates will be included on the Final Party List lodged with the Electoral Commission, unless they advise the CSEPA, within timeframes advised to candidates from time to time, that they wish to be removed from this list

3.14 Candidates in the Candidate Pool who:

- (i) were admitted to the pool on or before the date on which the pool closes for list ranking purposes; and
- (ii) who have not yet been selected for an electorate, or approved as List-Only candidates, at the date on which the members' roll closes for voting on the Party List (refer 5.1.2);

must be apply for and be approved as a List Only candidate if they wish to be eligible for inclusion in the ranked section of the Party List. They will not be automatically put on the Party List.

3.15 Candidates in the Candidate Pool who have not yet been selected for an electorate at the date on which the Candidate Pool finally closes before the general election will be invited to apply to be a List Only candidate by completing the appropriate form and will be reassessed on that basis. They will not be automatically put on the Party List.

3.16 The National Executive retains the option to remove any candidates from the Candidate Pool. Any candidate so removed will no longer be eligible to be an electorate candidate or to be included on the Party List. Where a candidate is removed from the Candidate Pool the National Executive must notify the person concerned, the CSEPC and all Branch Convenors.

4. Initial List

4.1 Persons eligible to be considered for the Initial List

- 4.1.1 The Candidate Pool closes for list ranking purposes at a time set by the CSEPC, and only candidates who are in the Candidate Pool at this time may be included in the ranked section of the Party List.
- 4.1.2 A candidate who is in the Candidate Pool at the time it closes for list ranking purposes may advise the CSEPC that they do not wish to be considered for inclusion in the ranked section of the Party List.
- 4.1.3 The Initial List is formed by ranking all candidates in the Candidate Pool at the date the Candidate Pool closes for list ranking purposes, except those who have indicated that they do not wish to be considered for inclusion in the ranked section of the Party List,

4.2 Timeline for the formation of the Initial List

- 4.2.1 The CSEPC will determine a timeline for the formation of the Initial List and advise the membership of this at the time the Candidate Pool closes for list ranking purposes.

4.3 Campaign Conference to be held

- 4.3.1 A special delegated Campaign Conference must be held at a time and place to be determined by the Campaign Committee, to enable candidates to receive training and those participating in the ranking of the initial list to assess the merits of candidates.
- 4.3.2 The overall responsibility for the Campaign Conference rests with the Campaign Committee. The processes and procedures used to enable those voting to assess the merits of the candidates are the responsibility of the CSEPC.
- 4.3.3 Each electorate shall be entitled to the same number of delegates to the Campaign Conference as they are entitled to under the Constitution for the Green Party's Annual General Meeting.
- 4.3.4 All Electorates should appoint alternative delegates, who will take a delegate's place in the event the delegate is unable to attend the Campaign Conference. For the avoidance of doubt an alternative delegate who replaces a delegate who is unable to attend becomes a delegate

- for the purposes of this Section.
- 4.3.5 Delegates must reside in the Electorate which they are representing; where a person resides for a significant period of the year in more than one electorate they are eligible to represent any one, but only one, of the electorates in which they reside.
 - 4.3.6 An Electorate may appoint proxies to attend in the place of delegates provided that no electorate may have more proxies than delegates attending the Campaign Conference, and no person may hold more than one proxy.
 - 4.3.7 A proxy need not reside in or close to the Electorate for which they hold a proxy.
 - 4.3.8 Delegates and proxies should be chosen for their sound judgement and knowledge.
 - 4.3.9 Responsible Groups are expected to prioritise attendance at the Campaign Conference by their electorate(s) candidate(s) and campaign manager(s) (if appointed).
 - 4.3.10 Every candidate is expected to attend the whole of the Campaign Conference.
 - 4.3.11 Every person entitled to vote on the Initial List (including proxies and alternative delegates) is expected to attend that part of the Campaign Conference that allows those participating in the ranking of the initial list to assess the merits of candidates.
 - 4.3.12 For the avoidance of doubt, Responsible Groups are responsible for organising delegate selection meetings for their electorate(s), which must be notified and conducted in accord with the relevant requirements of Standing Orders, the rules established by the National Executive from time to time regarding delegate selection meetings, and the procedures for general meetings of the Responsible Group(s).
 - 4.3.13 Any disputes in relation to the notification, timing and conduct of these meetings will be decided by the CSEPC, after consultation with Standing Orders Committee and the Co-convenors as required.

4.4 Formation of the Initial List

- 4.4.1 The Initial List will be formed via a delegated election using the voting method set out in Section 5.1.4.
- 4.4.2 Ballot papers will be distributed at the close of the Campaign Conference, and only those attending (as set out in 4.3.10 and 4.3.11) the Campaign Conference are eligible to receive a ballot paper. Those people receiving ballot papers will be asked to take into account the need for a range of strengths and experience on the list, as well as the balance criteria set out in Section 5.2.1.
- 4.4.3 Organising the ballot for the Initial List is the responsibility of the CSEPC.
- 4.4.4 The following people will be entitled to vote on the Initial List:
 - (i) Party Co-Leaders
 - (ii) Party Co-convenors
 - (iii) Policy Co-convenors
 - (iv) Candidates; and
 - (v) Campaign Conference Delegate(s) and Proxies from each Electorate
- 4.4.5 For a vote to be valid, it must rank at least 25 candidates or three quarters of the candidates on the ballot paper, whichever is the smaller.
- 4.4.6 Each person entitled to vote on the Initial List shall be allocated one vote. For the avoidance of doubt, and subject to 4.4.7, if a person holds more than one role listed in 4.4.4, all entitling them to vote on the Initial List, they will still only be allocated one vote.
- 4.4.7 Any person entitled to a vote may also hold one proxy and exercise one, and no more than one, proxy vote in addition to their own entitlement to vote.
- 4.4.8 As soon as practicable after the Campaign Conference, and before voting, each delegate and each proxy should consult with their respective Electorate on the Initial List.

- 4.4.9 Each delegate and each proxy is required to take into account their Electorate's views, but is not bound by them.
- 4.4.10 The election is a partially-secret ballot. Delegate votes are secret to the delegate. Each person exercising a proxy vote must provide the Convenor(s) of the Responsible Group with a copy of their marked ballot paper.

4.5 Adoption and Distribution of the Initial List

- 4.5.1 Once the ballot has been completed, the CSEPC will:
- (i) satisfy itself that that the ballot has been correctly conducted;
 - (ii) adopt the results of the ballot as the draft Initial List;
 - (iii) advise the National Executive and those eligible to vote in the formation of the draft Initial List of the outcome.
- 4.5.2 Once the draft Initial List has been circulated, the CSEPC will
- (i) provide an opportunity for persons on the draft Initial List to withdraw themselves from consideration for inclusion in the ranked section of the Party List;
 - (ii) adopt the draft Initial List, as amended for any withdrawals, as the final Initial List
 - (iii) advise the National Executive and those eligible to vote in the formation of the draft Initial List of the changes, if any, between the draft Initial List and the final Initial List.
 - (iv) Retain all ballot papers for the Initial List until the Final Party List has been adopted and then destroy them.
- 4.5.3 The draft and final Initial List are confidential to the Green Party; public release of any version of the Initial List must be authorised by the National Executive.

5 Final List

5.1 Members Ballot

- 5.1.1 A postal secret ballot will be held of members to rank those candidates who have been included on the Initial List and have not withdrawn themselves from the list ranking process.
- 5.1.2 The National Administrators will provide a roll of members eligible to vote to the List Ranking Administrator. Members will be eligible to be on the roll if they have been a member for six months or more at the date determined by the CSEPC to be the closing date of the roll.
- 5.1.3 All members will be given at least one month's notice of the date on which the roll of members eligible to vote will close.
- 5.1.4 The voting method used will be Single Transferable Vote with successive exclusion (STV[SE]). Voters must rank a minimum of 1 candidate for their vote to be valid.
- 5.1.5 No later than 14 days after the close of the roll, voters will be sent:
- i a ballot paper, and postage paid return envelope;
 - ii the final Initial List, clearly marked "Official Initial List of the Green Party";
 - iii A photograph and curriculum vitae on each candidate; and
 - iv Voting instructions, which include:
 - a clear information on how to cast a vote
 - b a clear statement of the closing date for voting
 - c encouragement to rank as many candidates as the voter can form a sincere opinion on;

- d a statement on good faith voting; and
 - e information on the balance criteria;
- 5.1.6 The National Executive will appoint an external agent (such as a data processing firm) to
- i receive and process voting papers;
 - ii provide results to the General Secretary or his/her agent as set out in 5.1.7;
 - iii maintain confidentiality throughout the voting and vote counting process; and
 - iv destroy ballot papers after a date determined by the National Executive
- 5.1.7 The external agent will provide to the General Secretary:
- i the full results of the ballot;
 - ii data on turnout; and
 - iii the number of candidates ranked by each voter;
- 5.1.8 The General Secretary will provide a copy of the ranked list of candidates arising from the members' ballot to the CSEPC within 24 hours of receiving the information.

5.2 Application of Balance Criteria

- 5.2.1 The balance criteria for the list ranking process are as follows:
- i Maori - a minimum of 10% of candidates shall be of Maori descent;
 - ii Gender - a maximum of 60% of candidates shall be male; a maximum of 60% of candidates shall be female;
 - iii Region - a minimum of 40% of candidates shall be from the North Island; a minimum of 20% of candidates shall be from the South Island;
 - iv Age - a minimum of 10% of candidates shall be under 35;
- 5.2.2 The balance criteria are defined as follows:
- i Maori is defined on the basis of stated whakapapa on their Candidate CV;
 - ii Gender is defined on the basis declared on the Parliamentary Candidate Declaration and Nomination Form;
 - iii Region is defined on the basis of residential address, at the time the Candidate Pool closes for list-ranking purposes, as follows: North Island includes all offshore islands normally associated with the North Island, South Island includes Stewart Island, the Chatham Islands and all offshore islands normally associated with the South Island, Candidates whose residential address is outside New Zealand do not count as either North or South Island for the purposes of the balance criteria;
 - iv Age is defined as age on the date the Parliamentary Candidate Declaration and Nomination Form is lodged.
- 5.2.3 The balance criteria in 5.2.1 are listed in priority order from i down to iv
- 5.2.4 On receiving the list of candidates as voted by members from the General Secretary, the List Ranking Co-ordinator will, within 3 days, prepare for the CSEPC an adjusted list in accord with the balance criteria using the process stated in Appendix B.
- 5.2.5 The CSEPC must, within 7 days of receiving the adjusted list,:
- i certify that the adjusted list has been produced by following the methodology in Appendix B;
 - ii decide whether it wishes to make any comments in relation to the adjusted list and/or the list as voted by members; and
 - iii compile a list of candidates who are in the candidate pool but have not been ranked as part of this process; and
 - iv forward the adjusted list, the list as voted by members and any comments, and the list of

candidates who are in the candidate pool but have not been ranked, to the Leadership Group.

5.3 Determination of Final Party List

5.3.1 After receiving the lists and any comments from the CSEPC, the Leadership Group will review this information and recommend a final Party List to the National Executive. The Leadership Group will exercise its political judgement and can recommend the adoption of the list as voted by members, the adjusted list or propose alternative adjustments.

5.3.2 The National Executive will consider the recommendation of the Leadership Group and determine a draft Final List, subject to the provisos that:

- i no candidate may be moved more than two places from their position on the list as voted by members (refer 5.1.8), except as a result of (ii) below; and
- ii the list from place 31 (inclusive) downwards will be in alphabetical order.

5.3.3 The draft Final List will be provided to the CSEPC, which will contact each candidate on the list to advise them of their placement and confirm their intention to remain on the list.

5.3.4 The CSEPC will remove any person who wishes to withdraw from the draft Final List and

- i provide the National Executive and all candidates remaining on the draft Final List with the amended draft Final List resulting from this process;
- ii certify to the National Executive that each person on the amended draft Final List has indicated their acceptance of the list;

5.3.5 All versions of the draft Final List will be confidential to the recipients listed in 5.3.4 and the amended draft Final List will be announced to the membership and the general public in such a manner and at such a time as determined by the Campaign Committee.

5.4 Lodging of Final Party List with Electoral Commission

5.4.1 Following the completion of the amended draft Final List under 5.3.4, and prior to the Final List being lodged with the Electoral Commission under 5.4.2, the CSEPC will ensure that an accurate version of the Party List is maintained, incorporating both withdrawals of which the CSEPC has been advised and further persons admitted to the Candidate Pool under 3.12

5.4.2 The General Secretary is responsible for:

- i lodging the Final List with the Electoral Commission and
 - ii ensuring all necessary authorisations are received to enable this; and
- may remove persons from the amended draft Final List if this becomes necessary for compliance with legal requirements after reasonable attempts to resolve the situation have been made

5.4.3 The General Secretary will advise the National Executive and any candidate so affected if they are removed from the amended draft Final List under 5.4.2

5.5 General Provision regarding Withdrawal

5.5.1 If a person withdraws from the list at any stage, the next person on the list at that stage will fill their place unless this involves movement from the alphabetical section to the ranked section. In this case the place will be filled by the person who would have been next if the alphabetical section was in ranked order. In the event there is any uncertainty or dispute as to the identity of this person, the National Executive will make a final decision as to who fills the place.

6 Electorate Candidate Selection

6.1 Preparation and Eligibility to hold a Electorate Candidate Selection Meeting

6.1.1 Responsible Groups are expected to use their best endeavours to identify a suitable candidate and organise a selection meeting.

6.1.2 The final decision as to whether a candidate is fielded in an electorate is a matter for the Responsible Group(s), unless it is a strategic electorate, in which case the final decision rests with the Campaign Committee in consultation with the local organisation.

6.1.3 If a Responsible Group decides to stand a candidate in an electorate, it must hold an Electorate Candidate Selection Meeting.

6.1.4 In the event of any disagreement between Responsible Groups over any matter in relation to electorate candidate selection, the matter shall be referred to the relevant Province(s) for a decision, which will bind all Responsible Groups. If there is a dispute between Provinces, the matter shall be referred to the Co-convenors for final resolution.

6.1.5 Responsible Groups wishing to hold an Electorate Candidate Selection Meeting must meet the criteria in respect of campaign readiness before a selection meeting can be held in an electorate.

6.1.6 A Responsible Group wishing to hold a selection must first appoint a CSMO. The CSMO must be appointed at least 7 weeks prior to the time of a selection meeting. The CSMO is responsible for co-ordinating the electorate candidate selection process and liaison with the CSPA. The CSMO must notify the CSPA of their appointment before commencing to organise an electorate selection.

6.1.7 The CSMO must first apply to the CSEPC to hold a candidate selection meeting, certifying that criteria in respect of campaign readiness have been met, or applying for a waiver, and indicating whether the electorate wants to be considered geographically dispersed.

6.1.8 The CSEPC may grant a waiver from any:

- i criteria in respect of campaign readiness;
- ii provisions in respect of the electorate candidate selection timeline; or
- iii procedural requirements of an Electoral Candidate Selection Meeting;

to any Responsible Group, on a case by case basis, after consultation with the Campaign Committee.

6.1.9 Where any dispute arises as to the interpretation of the Electorate Candidate Selection procedures, the CSEPC may make a decision as to the interpretation of the procedures that will apply.

6.1.10 The CSPA will maintain a list of persons who are eligible to Chair an Electorate Candidate Selection Meeting in each Province.

6.2 Eligibility to be an Electorate Candidate

6.2.1 All prospective electorate candidates must already be approved candidates accepted into the Candidate Pool as provided for in Section 3.

6.2.2 All prospective electorate candidates must be nominated by five current members of the Green party who have been members for six months or more at the time of nomination, using an Electorate Candidate Nomination Form.

6.2.3 All the nominators must come from the electorate, or a nearby electorate, be prepared to act as referees and declare that they are prepared to actively support the candidate in the campaign.

6.2.4 Each candidate must lodge an Electorate Candidate Nomination Form with the CSPA and send a copy to the CSMO at least two weeks before the electorate selection meeting date, or the date of the first meeting in the case of a geographically dispersed electorate.

6.2.5 A properly completed Electorate Candidate Nomination form must have been received by the CSPA before a candidate is eligible for selection. The CSPA will notify the CSMO and the candidate that the form has been received.

6.2.6 A person may apply to be an electorate candidate in more than one electorate. A separate Electorate Candidate Nomination form is required for each electorate where a person wishes to be considered for candidacy.

6.2.7 A person may be selected as a candidate for only one electorate.

6.3 Conduct of Electorate Candidate Selection Meetings

6.3.1 Eligibility of Green Party Members to vote at an Electorate Candidate Selection Meeting

- 6.3.1.1. A Party member is eligible to vote at a selection meeting in an Electorate if they:
- i. are a current member four weeks before the selection meeting and on the day of the meeting; and
 - ii. have been a member for six months or more on the day of the meeting; and
either
 - iii. reside in the Electorate and have been resident in the Electorate for at least four weeks prior to the meeting.
or
 - iv. have resided in the Electorate for at least four weeks in the previous six months and have not resided in any other electorate for four weeks subsequently.

6.3.1.2. Where a person resides for a significant period of the year in more than one electorate they are eligible to vote in any one, but only one, of the electorates in which they reside.

6.3.2 Electorate Candidate Selection Meeting Timeline

6.3.2.1 At least 7 weeks before the Electorate Candidate Selection Meeting is held:

The CSMO must give preliminary notice to all members within an electorate, with copies to the Convenors of the Responsible Group(s) and relevant Province(s), and the CSPA:

- i advising that an Electorate Candidate Selection Meeting is being organised for the

electorate;

ii setting out the requirements for a Green Party member to be considered as an electorate candidate; and

iii outlining the eligibility requirements to vote in an Electorate Candidate Selection Meeting

6.3.2.2 At least 6 weeks before the Electorate Candidate Selection Meeting is held:

i The selection meeting date must be set, by mutual agreement of the CSEPC and the relevant CSMO, and the selection timetable circulated by the CSMO to all relevant officeholders in the Responsible Group(s), and the relevant Province(s).

ii The CSMO must liaise with National and Provincial Membership Secretaries and with the relevant Branch Convenors (and Membership Secretaries if appointed), to prepare an initial roll of members eligible to vote in an Electorate Candidate Selection Meeting for the electorate.

iii The Branch or Provincial Membership Secretary will advise all members who would be eligible to vote if they renewed their membership, of the period within which they must renew their membership if they wish to vote in the candidate selection meeting.

6.3.2.3 4 weeks before the Electorate Candidate Selection Meeting is held:

i The CSMO declares nominations open, and advertises the closing date for nominations and the selection meeting date through branch and provincial communication networks.

ii The CSMO liaises with the relevant membership secretaries to obtain the final roll for the Electorate Candidate Selection Meeting, and sends a copy to the CSPA.

iii The CSMO liaises with the CSEPC and appoints a person eligible to Chair an Electorate Candidate Selection Meeting as meeting Chairperson.

6.3.2.4 2 weeks before Electorate Candidate Selection Meeting:

i Nominations for the position of electorate candidate close and the CSPA and CSMO liaise to identify all valid nominations;

ii All Green Party members in the electorate are notified by the CSMO of the date, time and place of the selection meeting, the names of the candidates nominated, and the criteria for eligibility to vote. Members must have at least 7 full days' clear notification of the selection meeting; and

iii A copy of the meeting notice in (ii) above must be sent to the CSPA

6.3.2.5 After the Electorate Candidate Selection Meeting is completed:

(i) The meeting Chairperson will:

(a) complete a declaration of the outcome of the Electorate Candidate Selection Meeting

(b) notify the CSEPC of the result of the selection meeting, and, if appropriate, issue a media release in consultation with the Campaign Committee.

(ii) Within three days of the Electorate Candidate Selection Meeting, the CSMO will forward to the CSPA a copy of:

- (a) the marked roll showing which eligible voters attended the meeting;
 - (b) the register of attendance of other persons; and
 - (c) the declaration of the outcome of the meeting by the Chairperson;
- (iii) The CSMO will retain the originals of these documents until three months after the general election is held.

6.3.3 Conduct of Electorate Candidate Selection Meetings (other than in strategic electorates)

6.3.3.1 Brief all candidates

Prior to the meeting commencing the Chairperson will explain to all electorate candidate nominees the process for the meeting and the speaking order for the candidates(s) (see subsection 6.3.3.10).

6.3.3.2 Ensure eligibility to vote

The CSMO will ensure a table is set up with the roll of Green Party members entitled to vote, check and record each person's name as they enter the meeting venue, and provide ballot papers to those Green Party members eligible to vote. (See Secret Ballot section 6.3.3.11.) The names of other persons attending will also be recorded on a register of attendees.

6.3.3.3 Proxy votes

No proxy votes are permitted and no ballot papers shall be marked until after all electorate candidate nominees present have spoken.

6.3.3.4 Quorum

The quorum for a candidate selection meeting is 10 Green Party members entitled to vote.

6.3.3.5 Ensure eligibility to participate

Other Green Party members are entitled to be present as observers. Members of the public and the media may be admitted at the discretion of the Chairperson, after consultation with the CSMO.

6.3.3.6 Select returning officers

The Chairperson will appoint (or confirm the prior appointment of) a Green Party member(s) to be the returning officer or officers for the selection. Returning officers are not eligible to vote.

6.3.3.7 Appoint Scrutineers

The Chairperson will invite candidates to nominate scrutineers if they so wish. Each candidate is entitled to appoint one scrutineer.

6.3.3.8 Explain the meeting and selection procedure

The Chairperson shall introduce the electorate candidate nominees, introduce any other speakers and explain the selection procedure.

6.3.3.9 Eligibility to speak

Prior to discussion and voting, the following people are eligible to speak: the Chairperson, the provincial Executive Networker or Convenor, one or both of the National Co-Convenors and Co-Leaders (if present), and the electorate candidate nominees. Any of these people, other than the electorate candidate nominees, who wish to speak, should, if possible, advise the Chairperson prior to the meeting.

During the meeting, appropriate time (at the discretion of the Chairperson) may be given for any Green Party member from the electorate to speak if they so wish.

6.3.3.10 *Speaking time/order and questions*

All electorate candidate nominees must be given the same time to speak, with the order of speaking drawn by lot before the start of the meeting. While an electorate candidate nominee is speaking, the other electorate candidate nominees must retire to a place where they cannot hear the speech of another electorate candidate nominee.

Once an electorate candidate nominee has finished speaking, members present may ask questions of that electorate candidate nominee before other nominees return to the room. Question time shall be limited, with the same maximum for each candidate.

When all electorate candidate nominees have spoken, time shall be provided for members to put questions to all electorate candidate nominees present.

The Chairperson may rule any question out of order and bring any period of questioning to a close, at his/her discretion

6.3.3.11 *Secret ballot*

The vote must be held once speaking and question time has concluded for all electorate candidate nominees. Each eligible Green Party member will vote by secret ballot for his or her preferred nominee using the Preferential Voting system. Provision will be made on the ballot paper for Green Party members to cast a vote to “re-open nominations” indicating that they wish to vote for none of the candidates.

6.3.3.12 *Count votes/announce result*

The returning officer(s) counts the votes and supplies the information to the Chairperson. The Chairperson announces the result first to the candidates in private and then to the Electorate Candidate Selection Meeting.

6.3.3.13 *Procedure in the Event of a Draw*

In the case of a draw, the Chairperson shall open the floor for further discussion and questions to the candidates, and once further discussion and questions have finished, call for a re-vote.

If there is still a draw following the second vote, the Chairperson will close the meeting and the CSMO will recommence the selection meeting process from the two week mark, with a new meeting convened within 3 weeks. The procedures in Section 6.3.2.5 above must still be followed, with the exception of the media release.

In the event of two draws at a re-convened meeting also, the result will be determined by a fair coin toss by the Chairperson to determine the result between the two highest polling electorate candidate nominees.

6.3.3.14 *Procedure in the Event of Re-open Nominations being chosen*

In the case of Re-open Nominations being successfully voted for, the Chairperson will first advise the candidates in private and then advise the meeting that no candidate was successful and close the meeting. The procedures in Section 6.3.2.5 above must still be followed, with the exception of the media release.

The CSMO shall immediately recommence the selection procedures from the six week mark (refer 6.3.2.2), unless exceptional circumstances, as determined by the CSEPC, prevail in which case a shorter time period and process may be determined to apply by the CSEPC.

6.3.3.15 Other Business

No other business shall be conducted as part of an Electorate Candidate Selection Meeting but such a meeting may be held immediately before or after a General Meeting.

6.3.4 Conduct of Selection Meetings in geographically dispersed electorates

Responsible Groups for electorates that are geographically dispersed may choose collectively to hold more than one selection meeting. The rules for an individual selection meeting apply, with all necessary modifications as determined by the CSEPC on a case by case basis, to such meetings and any aggregation of results.

The procedures for the conduct of selection meetings shall apply to each meeting except that all votes cast during the meetings shall be counted at the end of the final selection meeting within the electorate and no votes will be counted or results declared prior to that point.

All ballots from prior meetings shall be kept sealed by the CSMO until the count at the end of the final meeting, and the count will be of all valid votes cast in the electorate.

6.3.5 Conduct of Selection Meetings in Strategic Electorates

6.3.5.1 Procedures for non-strategic electorates apply unless otherwise stated.

The procedures for a non-strategic electorate will apply unless this section provides alternative procedures. This includes the procedures for geographically-dispersed strategic electorates.

6.3.5.2 CSMO may be appointed by CSEPC

Where the Responsible Group does not wish to organise a selection meeting, the CSEPC shall appoint a CSMO.

6.3.5.3 Candidate Selection is done by a panel

In a strategic electorate, the candidate is chosen by a five person panel consisting of: two Green Party members chosen by the Green Party members in the electorate; one Green Party member chosen by the province; and two Green Party members chosen by the National Executive, on the recommendation of the Campaign Committee.

One of the two chosen by the National Executive shall be appointed to be the Chair of the selection meeting.

6.3.5.4 Panel members make an independent decision

The panel members shall not be bound by the bodies that appoint them.

6.3.5.5 Selection Meeting chooses electorate representatives for Panel

At the start of the meeting, those persons eligible to vote at a selection meeting will choose two electorate members to be members of the selection panel, using the procedures normally applied to select branch or electorate delegates. An electorate candidate nominee may not be a member of the selection panel.

6.3.5.6 Ballot of Green Party members within the electorate will be held

A ballot of Green Party members in respect of electorate candidate nominees will still be held. The results of the secret ballot of eligible Green Party members at a selection meeting will be provided to the Panel for their information but will not be announced to the meeting.

6.3.5.7 Panel Decision-Making

The panel should aim to achieve a consensus decision on an electorate candidate, but if that is not possible it shall make the decision on the basis of Preferential Voting, with the alternate option of "Re-Open Nominations", as in a normal selection meeting. If the panel votes, the ranking obtained from the secret ballot of eligible members will be counted as one vote.

The Panel shall meet in private at the Electorate Candidate Selection Meeting to determine its decision.

6.3.6 National Executive may withdraw a candidate from an Electorate for political reasons

At any time up to the date of the general election, the National Executive may withdraw a candidate from standing in an electorate if, in the opinion of the National Executive, there are significant political issues relating to that electorate in the lead up to the election.

6.4 By-Elections

6.4.1 The decision whether to contest a by-election shall be made by the National Executive after seeking feedback from Caucus, and the relevant Province and Branch(es).

6.4.2 If a by-election is contested, candidate selection will be by way of the Strategic Electorate procedures noted above with the following modifications

6.4.3 The Responsible Group(s) shall convene a special meeting of members within the electorate to select the electorate members of the Panel prior to nominations being opened. One of the electorate members on the panel shall be appointed as the CSMO.

6.4.4 There will be no Candidate Pool. Instead, the Panel shall be responsible for calling for nominations, interviewing and making recommendation to National Executive in respect of nominees, and arranging a selection meeting for candidates approved by National Executive.

6.4.5 The Panel will announce to the Green Party as whole via normal communication channels a time-line for the by-election candidate selection process as soon as practical, and will work closely with the relevant Branch(es) and Province, and any campaign committee established for the by-election, in developing the timetable.

6.4.6 Where the by-election is in an electorate that is geographically dispersed, the rules and provisions for selecting AGM delegates through multiple meetings shall apply to the selection of local members of the Panel.

6.4.7 Where any time period relates to the date of general election, it will instead be taken to refer to the date of the by-election.

7 List Only Candidate Selection

7.1 All prospective List-only candidates must apply for and be admitted into the Candidate Pool.

7.2 The CSEPC is authorised to approve persons as List-only candidates once they have been approved for admission to the Candidate Pool.

7.3 All candidates who wish to be List-only candidates must apply to the CSEPC using the List-only Candidate Nomination and Intention form. They must be nominated by five members of the Green Party who have been members for six months or more at the time of nomination. All nominators must declare they are prepared to act as referees and to actively support the candidate in the campaign.

7.4 Prospective List-only candidates who base their application on their ability to campaign effectively with a non-geographical sector or community of interest are expected, in addition to their application form, to provide evidence that they could campaign effectively within the relevant sector or community of interest (for example, evidence that their candidacy is supported by at least two prominent people from the relevant sector or community of interest).

7.5 A candidate may apply to be a List-only candidate:

- (i) As part of their initial application for the Candidate Pool; or
- (ii) At any point after admission to the Candidate Pool.

7.6 A candidate will only be approved as a List-only candidate following an interview by the CSEPC. The CSEPC must satisfy itself that:

- (i) the application is sound, and
- (ii) the candidate will make a positive contribution to the election campaign.

The CSEPC may use such information and make such enquiries as it sees fit in considering an application.

7.7 All applications for List-only status must be approved by the national Campaign Committee, before the CSPEC makes a decision on the application.

Appendix A: Candidate Selection and Electoral Process Committee Brief 2010

Responsibilities

This committee oversees the entry of candidates into the Candidate Pool and the conduct of electoral procedures concerning candidates. The role of this committee is:

- (i) to oversee the assessment of potential candidates for admission to the Candidate Pool
- (ii) to oversee processes for selection of electorate candidates
- (iii) to oversee processes for the selection of list-only candidates for sectors or communities of interest
- (iv) to oversee the process of developing a recommended Party List for a general election

This will involve the committee working closely with the Campaign Committee and the Training and Volunteer Development Committee.

Definitions

"Candidate Selection and List Ranking Process" means the documentation setting out the procedures for candidate selection and list ranking, as approved by the National Executive.

Tasks

- (a) To recommend, after consultation with the Campaign Committee, a draft timetable for the candidate selection process for adoption by National Executive within six months of the Candidate Pool being opened.
- (b) To oversee compliance with the timetable and, where necessary, make such recommendations to National Executive as may be necessary to ensure the timetable is met or explicitly modified.
- (c) To ensure effective communication with candidates and prospective candidates, and the Green Party at large, as to the procedures and timetables for candidate selection and other electoral processes and ensure individuals are well informed as to their progress through various stages of the Candidate Selection and List Ranking Process.
- (d) To ensure that the following documents are up to date and available to potential candidates:
 - (i) a list of Ideal Candidate Attributes
 - (ii) the Parliamentary Candidate Pool Declaration and Nomination form
 - (iii) the Electorate Candidate Nomination form

- (iv) the List-only Candidate Nomination and Intention forms
- (v) the Notice of Electorate Candidate Selection meeting
- (e) To develop a series of Interview Questions based on the Ideal Candidate Attributes as adopted by National Executive, and interview prospective candidates for admission to the Candidate Pool.
- (f) To seek feedback from a prospective candidates' Province and Branch prior to interviewing them and make such other inquiries as may be appropriate in the view of the Committee to develop a recommendation on the merits of each prospective candidate.
- (g) To make a recommendation to the National Executive on the merits of each prospective candidate and whether the person should be admitted to the Candidate Pool, in accord with the requirements of the Candidate Selection and List Ranking Process.
- (h) To oversee the preparation and distribution of an Election Handbook clearly outlining the procedures for electorate candidate selection and the list ranking process and timetable.
- (i) To oversee the processes for selection of electorate candidates from the Candidate Pool, providing support and advice to electorates and ensuring compliance with the Candidate Selection and List Ranking Process.
- (j) To oversee the process for the selection of List-Only candidates and make decisions on the approval of such candidates , in accord with the Candidate Selection and List Ranking Procedures.
- (k) To recommend voting and vote processing procedures for the Party List to National Executive within six months of the Candidate Pool opening.
- (l) To recommend to National Executive an existing member of the Committee or another Green Party member to take on the role of List Ranking Co-ordinator to organise the list voting processes.
- (m) To oversee the preparation of a recommended Party List in accord with the Candidate Selection and List Ranking Process.
- (n) To work with the Training and Volunteer Development Committee and the Campaign Committee to co-ordinate and organise the candidate selection aspects of any campaign conference.
- (o) To work with the Campaign Treasurer to develop and adhere to a budget for the candidate selection and electoral processes within the overall campaign budget.
- (p) To co-ordinate the announcement of the Final Party List, as approved by the National Executive, at a time and in a manner to be determined by the Campaign Committee.

(q) To prepare a report for National Executive on the Green Party's Candidate Selection and List Ranking Process within 3 months of a general election.

(r) To undertake such other candidate selection and electoral process tasks as may from time to time be determined by the National Executive and to make such timely recommendations to National Executive as the Committee may feel are necessary for it to complete its role.

Accountability

The Candidate Selection and Electoral Process Committee is a Standing Committee of National Executive and will keep minutes and report monthly to the National Executive.

The Committee is established at a time to be determined by National Executive and will go into recess following the acceptance of its report after a general election.

Relationships

The Candidate Selection and Electoral Process Committee will work closely with the Campaign Committee and the Training and Volunteer Development Committee. The Committee will also oversee and support the work of the Candidate Selection Process Administrator.

The Committee will ensure effective two-way communication with:

- (i) those registering interest in being candidates
- (ii) candidates in the Candidate Pool
- (iii) electorates and provinces
- (iv) local, provincial and national campaign teams

Composition

The Committee will comprise at least 10 people. Members of the Committee will be ineligible for admission to the Candidate Pool.

Membership of the Committee is a major commitment of voluntary time to the Green Party. All members are expected to be actively engaged with the Committee's work and participate in regular conference calls and face to face meetings, as well as interview candidates. The time and energy commitment required decreases somewhat in the final weeks before the general election, but is substantial throughout.

The committee will consist of people who:

- are independent and flexible thinkers, with a demonstrated history of working constructively towards consensus solutions

- are well-versed in Green Party principles and policies
- have some knowledge of institutional history of the Green Party
- have good communication skills and experience in dealing with confidential information
- are able to critically assess people and information and to make hard decisions

and the committee as whole will:

- (i) have a reasonable degree of gender balance
 - (ii) have a good geographical spread in its membership
 - (iii) include at least two people under 30
 - (iv) include at least three Auckland members
 - (v) include at least one, and preferably two, Maori members.
- contain sufficient members with experience of election campaigns for it to be able to effectively assess the merits of potential candidates.

The Committee will appoint its own convenor. The General Secretary, the Candidate Selection Process Administrator and the List Ranking Co-ordinator will be ex-officio members of the committee.

Appendix B: List Adjustment Procedure

B.1 Definitions for this Appendix

Working List: The list used to build up the Final Adjusted List. At the end of the process the working list will be the adjusted list to be sent to the leadership group.

Source List: The list as determined by a vote of the membership.

Maximum length: The maximum number of candidates that will be ranked.

Highest Ranking: Candidates that are closest to the front of the list are the highest ranked. The first 6 are the smallest group who will become MPs if the Green Party makes it to 5%.

Balanced: A list is balanced if it meets all the balance criteria.

B.2 List Adjustment

Procedure:

Step 1) Start with an empty Working List.

Step 2) If the working list is at maximum length go to step 3.

Consider the following 3 lists created by adding one candidate to the end of the working list. The three candidates are:

- (a) The candidate on the source list with the highest ranking that is not on the Working List
- (b) The candidate on the source list with the second highest ranking that is not on the Working List.
- (c) The candidate on the source list with the third highest ranking that is not on the Working List.

If (a) is balanced then (a) is made the working list and return to start of step 2.

If the position of the candidate, moved from source to Working List to create (a), is two places from their position in source list then (a) is made the working list and return to start of step 2.

If (b) is balanced then (b) is made the working list and return to start of step 2.

If (c) is balanced then (c) is made the working list and return to start of step 2.

None of (a), (b) and (c) are balanced.

Consider each criteria in the order Maori, Gender, Region then Youth.

When calculating percentages, the number required to meet that percentage is determined by multiplying the length of the working list by the appropriate percentage and then rounding down to

the nearest whole number.

If for any criterion only one list meets it make that list the working list and return to start of step 2.

If only two lists meet the criterion discard the third and proceed to the next criterion.

If all three lists meet the criterion proceed to the next criterion.

If no lists meet the criterion consider how close (as defined below) each list is to meeting the criterion.

If one list is closer than the other two then make it the working list and return to start of step 2.

If two lists are equally close, and closer than the third, discard the third and proceed to next criterion.

If all three lists are equally close proceed to next criterion.

After exhausting all criteria, if a list has not been selected, select (a) before (b), (b) before (c), and (a) before (c). Make the selected list the working list and return to start of step 2.

Step 3) Add each candidate on the source list that is not yet on the Working List to the Working List. This should be done so that candidates added in this step are ranked in alphabetical order.

Closeness:

Comparing lists (A) and (B)

Defined for lists that do not meet the criterion under consideration.

Maori: (A) is closer than (B) if (A) has more Maori on it.

Youth: (A) is closer than (B) if (A) has more Youth on it.

Gender: The list that is closest to being 50% Male, 50% Female is closer.

Region: If both lists have too few South Islanders then (A) is closer than (B) if it has more South Islanders. Same for North Islanders. If one list has too few South Islanders and the other has too few North Islanders, then both list are equally close.

Appendix C: Ideal Candidate Description

The candidate who meets all these criteria is a rare human being. It is expected that not all candidates will have all these attributes. However the following are characteristics we should aspire to. Please use this document as a guide to help in your decision to apply to be a candidate. Ideally, all Green candidates/MPs should:

Personal Skills and Experiences

Have skills/experience in:

- a) a profession or trade or life experience with skills and/or knowledge relevant to being a Green MP who can contribute unique and/or complementary skills and knowledge to the Green Caucus
- b) political information gathering and analysis (eg. following broadcast news and analysis, subscribing/to reading specialist information sources, networking with constituencies of interest, attending seminars)
- c) fundraising and group income generation with the ability identify potential donors to support local election campaigns
- d) communication (e.g. public speaking, writing articles / letters / e-mails in good English, active listening). Understanding/speaking languages other than English and/or cross-cultural communication skills and experience are an added advantage.
- e) maintaining integrity in debating situations (ability to focus on the issue not the person)
- f) communicating with a wide cross section of socio-economic groups (finding the common Green thread that can connects diverse interests and backgrounds)
- g) group participation (facilitation skills, listening skills, co-operative attitude and abilities)
- h) skilful self-management (achieving a high work output without undue stress or burn out).

Community Connections and Achievements

- a) be well connected with geographical communities (e.g. neighbourhood, town, district, rohe) and/or be well connected with communities of interest (e.g. sector group, ethnic/cultural group, church, union, educational institution, charitable organisation, political movement, sports code, etc.)
- b) have taken active and/or leadership roles in local Green Party branch and in their communities (geographical or interest), such as serving on committees, and taking chair, spokesperson or organiser roles, and be well respected within those communities
- c) be able to point to concrete achievements of benefit to the community from their participation
- d) be able to show that they have used their professional or other skills for community benefit
- e) demonstrates a clear history of positive involvement with groups or organisations whose interests and objectives are consistent with Green philosophy.
- f) preferably be able to show some connection with the local iwi, including an understanding of local iwi issues and concerns.
- g) be able to introduce them selves in te Reo and have basic knowledge in Tikanga Maori.

Personal Qualities

- a) be people of integrity who are committed to walking the talk on the foundational principles in the Green Charter, to the best of their ability and circumstances
- b) have the following qualities to be able to enjoy and succeed at the very demanding job of an MP:

- i. high energy levels and lots of stamina
- ii. a good sense of humour and an even temper
- iii. a vision and/or plan of what Green goals they want to/can achieve by being in Parliament
- iv. a willingness and ability to work well as part of a team, and to put the interests of the group and the cause before personal interests
- v. a commitment to getting good results, no matter how long it takes and how much work it involves
- vi. the ability to attract and maintain good personal and political support networks
- vii. the ability to enthuse and motivate other people to contribute to the Green cause
- viii. a passion for, expertise in and commitment to working in a particular area or areas of public policy which will further the Green vision.

Green participation, knowledge and experience

- a) have been actively involved in the Green Party of Aotearoa NZ for some time and have taken organising, spokesperson or other leadership roles
- b) or have been actively involved in an overseas Green Party, and/or a national or international organization with goals and methods similar to/supportive of Green Party goals and methods
- c) be familiar with and able to clearly explain the foundational Green principles, and how these apply to Green policies
- d) be familiar with Green policies in the area(s) of public policy they intend to specialise in and contribute most in as candidates/MPs.
- e) have a good understanding of Te Tiriti o Waitangi and be able to articulate its relevance to policies and programmes within the Green Party and in NZ as a whole.

Appendix D: Candidate Self-Assessment Questionnaire 2010

Are you ready to be a Green candidate? Would you be a good Green MP? How can you know? Help is at hand...

Before taking the plunge into the Candidate Pool, all candidates are asked to fill in this self-assessment questionnaire.

The questionnaire is based around the categories in the *Ideal Candidate Attributes* document which you have been sent. These are the attributes of successful candidates/MPs. Please read the *Ideal Candidate Attributes* first, then fill in the questionnaire.

We suggest you ask a friend or family member who knows you well and is supportive and straight-talking to help you fill out the questionnaire, to make sure you don't forget/miss the best things about yourself! If you overlook anything, you will have a chance to talk about it at your interview. We realise that if you are a younger would-be candidate you won't have as much to record as those of more advanced years, and of course this won't count against you in assessing your suitability as a candidate.

Doing the self-assessment is an opportunity for you to think carefully about your qualities and experience before your interview. It is intended to help both the candidate and the Green Party develop the best match of skills and expertise for the role of candidate and MP.

The sooner you return the questionnaire to the Candidate Selection Process Administrator (CSPA) the sooner you can participate in the Green Candidate Selection process outlined in the *Process for Becoming a Green Party Candidate* document you have been sent.

Please download and save the questionnaire, and then complete it electronically. This helps the administrative process, as all documents have to be emailed to committee members. Return the completed questionnaire to the CSPA at greencandidates@greens.org.nz. The CSPA will send it to the two members of the Candidate Selection and List Ranking Committee who will conduct your interview.

Welcome to the process!

NAME: _____

ADDRESS: _____

E-MAIL: _____

PHONE/FAX/MOBILE: _____

A. Community Connections

1. What community groups (geographical or community of interest) have you played an active or leading role in, either as part of your work, or as a volunteer (please specify which role is relevant). Active or leading means being on a committee, being an office holder or organiser, initiating a project, etc. List the groups by name, the years you were involved, the role you played, and any successful projects, awards or other recognitions of achievement received.

(Example: Forest and Bird, Christchurch 1982 – 1985; Treasurer 1983 – 1989. Led the campaign to save the Deep Muddy Swamp and get it reserve status as a wetland of national importance. Project awarded a Christchurch City Council Environmental Award. Community health nurse, 1994-2002; Initiator of three Quit Smoking support groups)

2. Do you have connections with your local iwi? What Te Tiriti issues have you worked with – how and when?

B. Personal skills and experience

Rate your skill level (on a 1 – 5 scale, with 1 being very low and 5 being very high) and length of experience (in numbers of months or years, whichever is most appropriate) in each of the following skill categories.

Skill	Skill Level <i>(low) 1 to 5 (high)</i>	Length of Experience
Public speaking		
Writing articles/media releases		
Active listening		
Facilitating meetings		
Cross-cultural communication		
Working co-operatively		
Self-organisation		
Time management		
Fundraising		

Political information gathering from the following sources:		
1. broadcasts		
2. specialist print media		
3. Internet		
4. networks		
5. seminars/conferences/workshops		
Occupational expertise (List the professions/trades you have worked at, and rate your skill and experience at each one)		
Non-English language skills Ability to hold a 30 minute conversation/ read a magazine in languages other than English (list languages)		
Campaigning skills:		
Planning		
Team Building		
Media skills		

C. Personal Qualities

1. Rate yourself (on a 1 – 5 scale, with 1 being very low and 5 being very high) on the following personal attributes and qualities.

Personal Qualities	Rating Scale 1-5
Personal integrity	
Walking the Green talk on:	
1. living sustainably	
2. taking responsibility for self and others	
3. making decisions in appropriate ways	

4. behaving in positively peaceful ways	
Energy levels	
Stamina	
Sense of humour	
Even temper (for example: maintaining integrity in debating situations, keeping focus on the issue not the person)	
Self-confidence	
Humility	
Vision/plan for achievements as an MP	
Commitment to getting results	
Working hard	
Ability to attract/maintain support	
Ability to enthuse/motivate others	
Passion/expertise/commitment to one or more public policy areas	

D. Green participation, knowledge and experience

(i) How long have you been a Green Party member?

(ii) How long have you been actively involved in the Green Party?

(iii) What roles have you taken in the Green Party locally, provincially or nationally?(please list roles, with dates)

(iv) What other 'green' organisations (if any) have you been involved in, and what roles have you played? (please list organisations, roles and dates)

(v) What Tiriti education (if any) have you received, and how do you rate your understanding of the relevance of Te Tiriti to policies and programmes within the Green Party and NZ society as a whole?

Appendix E: Parliamentary Candidate Pool Declaration and Nomination Form

Declaration to be completed by persons seeking to be parliamentary candidates for the Green Party

Name: Gender: Female / Male

Address:

Phone (Daytime): Fax (Daytime):

Phone (Evenings): Fax (Evenings):

Email:..... Cellphone:

1. Are you a New Zealand Citizen AND on the electoral roll?
Yes/No
(You must be a New Zealand citizen AND on the electoral roll to stand for parliament)
2. Have you ever been declared a bankrupt or discharged from bankruptcy?
*Yes/No
3. Have you ever had a criminal conviction? (excluding on-the-spot traffic infringements)
*Yes/No
4. Are you presently accused of any criminal offence, or do you have any court cases pending against you?
*Yes/No
5. Is there any other relevant information about you or your immediate family which could impact unfavourably on your candidacy and about which the Green Party should be made aware?
*Yes/No
6. Are there any areas of significant policy difference that you may have with the Green Party?
*Yes/No

Note: If you answer "yes" to any of the above questions, further details should be attached to this declaration form. Policy differences must also be declared on your candidate CV.

If approved into the Candidate Pool for the Green Party:

1. I pledge my commitment to the Green Charter, the Green Party Constitution, and to the policies of the Green Party as presented to the public during the election campaign.
 2. I pledge that I will undertake to attend meetings of, and report regularly to, the appropriate levels of the Green Party.
 3. I understand that I may disassociate myself from a particular local or national policy of the Green Party only if I have identified it as part of this declaration form. If selected I will not be expected to work for or vote for this policy, but will also be expected not to actively oppose it.
- (xi) I commit myself to the best of my ability to work for the Green Party election campaign, make myself available for candidate training, and abide by the decisions of the Campaign Committee in respect of the election campaign

- (xii) If elected a Member of Parliament I agree to
5. continue to both support the policies and principles upon which I campaigned and give priority in my work to implementing the policies of the Green Party;
 6. abide by the agreements that are from time to time agreed between Caucus and the rest of the Green Party, including those existing at the time I join Caucus;
 7. work collaboratively as part of the parliamentary Caucus and abide by its decisions, including those pertaining to the use of parliamentary resources and entitlements;
 8. pool any resources to which I may be entitled as an MP for allocation by the parliamentary caucus in accord with strategic priorities agreed by Caucus.
- (xiii) I agree to the principle of tithing as espoused by the Green Party. If elected a Member of Parliament I will return 10% of my parliamentary salary (before tax) back to the Green Party for the advancement of Green ideals.

(xiv) I have read and understand the requirements of candidates under the Electoral and Broadcasting Act.

List Ranking Process

I do/do not (delete one) wish to be considered for ranking in the top 30 of the Green Party list. I understand that I can change my position in relation to this, but that I must advise the Candidate Selection Process Administrator within timeframes advised to candidates from time to time in order to do so.

Preferred Candidacy

Constituency Seat 1st Choice.....

Constituency Seat 2nd Choice.....

If you wish to stand as a List Only candidate, you will need to contact the Candidate Selection Process Administrator for List Only Candidate Nomination and Intention Forms.

NOTE. All candidates selected for electorates will be included on the Party List lodged with the Electoral Commission, unless they advise the Candidate Selection Process Administrator, within timeframes advised to candidates from time to time, that they wish to be removed from this list.

I have answered Questions 1-6 above truthfully and I understand that failure on my part to either honestly answer these sections of the declaration or abide by my commitments above will result in the withdrawal of my right to be a candidate representing the Green Party.

I confirm that I am a current financial member of the Green Party and that I have confirmed that the people nominating me are eligible to do so.

Signed: Date: __/__/__

Parliamentary Candidate Pool Nomination Form

We, the undersigned:

1. Support the nomination of.....as a candidate for the Green Party at the next general election;
2. are current members of the Green Party and have been members for six months or more;
3. know the candidate well and are prepared to act as referees for him/her;
4. believe the candidate will represent the Green Party well in this election;
5. pledge encouragement and support to assist the candidate in the Green Party's election campaign;
6. pledge continued support and guidance throughout the term of office once they are elected.

NOTE: at least 3 of the signatories must be from the candidate's Province, and all must have been members for at least six months.

Please write legibly. You may be contacted for information about the candidate.

NAME	RESIDENTIAL ADDRESS	PHONE	ELECTORATE	SIGNATURE
1.				
2				
3				
4				
5				

1. Please post all three pages of this form, with all necessary signatures and first and third page initialled by the candidate, to the Candidate Selection Process Administrator, PO Box 11652, Wellington.
2. Please email (use only .doc, .rtf, or .odt format for documents):
 - (s) your declaration and nomination (ie this form with all but signatures),
 - (t) your completed Self Assessment Questionnaire,
 - (u) your CV in standard format, and
 - (v) a close up high resolution photograph (head and shoulders, 6cm by 8cm ratio, jpeg or tiff format) for use in publicity material within and outside the Green Party. (A plain background is preferable)
 to greencandidates@greens.org.nz

Appendix F: Green Party Candidate CV Guide

Introduction

All candidates must supply a CV as part of the Candidate Pool application process. If you choose to participate in list ranking, this is the CV that will be printed in the Candidate Booklet, which goes to all members before Party List ranking voting takes place. It is your one chance to communicate to *all* members your strengths as a Green candidate and potential MP – and it has to fit on to a well-laid out A4 sized page in 12 point type, with your photograph!

Your CV must be supplied according to this format and **must not exceed 500 words**. A maximum word length for some sections has been suggested, but you can trade between sections to keep within the overall word limit. Those who have belonged to, and been active in, many groups – please list only the organisations and activities most relevant to your candidacy. Your CV may be edited to fit on one page; please bear this in mind and strive for brevity and clarity.

NOTE: The completed document must be supplied as a Word (.doc) or Open Office document (.odt) or Rich Text Format (.rtf) file. Please do *not* supply it as a PDF as this cannot be copied and pasted. Photographs (head & shoulders only) should be supplied as .jpeg or .tiff files, ideally in the proportion of 8cm high by 6cm wide.

Standard Format for CV

(500 words maximum including your personal statement - example overleaf)

- 1 Full name
- 2 Date and place of birth (If born overseas, state how long you have lived in NZ – you must be an NZ citizen)
- 3 Ethnicity
- 4 Current residence (suburb, town and electorate)
- 5 Educational and vocational qualifications
- 6 Current occupation and length of time in it
- 7 Previous occupations and times in them
- 8 Other work experience (including voluntary and unpaid activities)
- 9 Community connections – community, political and other organisations you have played an active role in, and times in them
- 10 Green Party experience – length of membership and positions of responsibility in the Green Party in that time
- 11 Public policy interests – top three policy areas where you have strong interests, expertise and commitment which you would work on for the Green Party if elected as an MP, and/or speak on knowledgeably when campaigning (give details of expertise e.g. qualifications, and experience e.g. work in that field, where relevant) (100 words max).
- 12 Broad political issues: Please state the broad political issues that are of particular importance to you, and inspire you to become a Green Party candidate, and state your position on these issues. **If you have dissociated yourself from a policy on the nomination form please note this here in your CV** (100 words max for whole section)
- 13 More about you – anything else relevant to the candidacy which you would like to say about yourself e.g. iwi affiliations, life experience. (100 words max)
- 14 Personal statement around how, if selected, you would work to advance Green Party interests - what policies, actions would you put forward in discussions within the party and with the leadership, about how best to win more votes (100 words max)

Sample Candidate CV (312 words)

Full name

Susan Aroha Green

Date and place of birth

12.2.1972, Whangarei

Ethnicity

Ngati Pakeha

Current residence and electorate

Titirangi, Auckland, Waitakere electorate

Educational and vocational qualifications

BA(politics), Master of Nursing Studies

Current occupation

Community health nurse (since 1998)

Previous occupations

Child care assistant (1995-96)

Other work experience (including voluntary/unpaid)

Red Cross volunteer (1991-98), Women's Refuge volunteer (1991-96)

Community connections

Executive member, Auckland University Students Association (1991-92); Treasurer, West Lynn Women's Refuge (1994-98); took part in GE Hikoi Auckland-Wellington 1999; member of Nurses Association executive since 2000; part of organising group of Auckland anti-war protests 2002/03

Green Party experience

Joined Green Party 1998, Auckland Central campaign team member 1999, campaign treasurer New Lynn campaign 2002

Policy Interests/Expertise

Health, especially primary health care; (nursing qualifications, 6 years nursing work); education, especially early childhood (2 years work experience in child care centre); human rights, nationally and internationally (member of Amnesty International, Asian connections, Women's Refuge experience).

My broad political issues

I think we need to seek to become a republic within the next 10 years. I have undertaken Treaty of Waitangi workshops and am now a co-leader in running these. In my own environment, I strive to minimise my environmental footprint by using my bicycle rather than cars wherever possible; we have solar-powered water heating and seek to use products that are locally-sourced where we can.

Additional information

I majored in Chinese language and culture at university, have spent 6 months in total travelling in Asia, including 3 months in China, and have good friends and contacts in the NZ Chinese community.

Personal Statement

I would bring my good communication skills and my expertise and experience in designing and promoting health policy to the Green caucus. During the campaign, I would promote Green policy through my community and political networks to respond to community concerns about the inadequacies in our present health system.

Appendix G: Electorate Candidate Nomination Form

GREEN PARTY OF AOTEAROA/NEW ZEALAND

ELECTORATE CANDIDATE NOMINATION FORM

We, the undersigned members of the *[INSERT NAMES OF SIGNATORIES ELECTORATE(S)]* electorate(s)

nominate *[INSERT CANDIDATE'S FULL NAME]*

as Electorate Candidate for the *[INSERT NAME OF ELECTORATE FOR WHICH NOMINATED]* electorate for the next General Election.

PLEASE NOTE: all the signatories below must be from the electorate for which the candidate is nominated or a nearby electorate.

In signing this form, you declare and affirm that you:

1. are a current member of the Green Party and have been a member for six months or more; and
2. have confirmed that the candidate has already been accepted into the Green Party Parliamentary Candidate Pool; and
3. pledge that we will actively support and encourage the candidate in her/his election campaign; and
4. pledge that we will provide continued support, guidance and a sharing of the workload throughout the term of office if she/he is elected.

Please write legibly. You may be contacted for information about the candidate.

NAME	RESIDENTIAL ADDRESS	PHONE	ELECTORATE	SIGNATURE	DATE
1.					
2					
3					
4					
5					

PLEASE NOTE: The National Executive reserves the right to withdraw a candidate from standing in an electorate, if there are significant political issues relating to that electorate in the lead up to the election.

This nomination form must reach the National Office of the Green Party (PO Box 11-652 Wellington, email greencandidates@greens.org.nz, Fax 04 8015104) at least **2 weeks** before the date of the Electorate Candidate Selection meeting.

A copy must also be sent to the Candidate Selection Meeting Organiser for the electorate.

Appendix H: Notice of Electorate Selection Meeting

GREEN PARTY OF AOTEAROA/NEW ZEALAND

NOTICE OF ELECTORATE CANDIDATE SELECTION MEETING

(as required by Section 6.3.2.4 of the Green Party Candidate Selection and List Ranking Procedures 2010)

To all members in the *[INSERT ELECTORATE NAME]*.electorate

Notice is hereby given of the Electorate Candidate Selection meeting which will be held as follows:

Date:

Time:

Venue:

The candidates who have put their names forward are:

[INSERT CANDIDATE NAMES, ONE PER LINE, IN ALPHABETICAL ORDER]

Attendance and Voting

All Green Party members are entitled to attend this meeting. You can vote to choose an Electorate Candidate at the selection meeting if you:

- (i) are a current member four weeks before the selection meeting and on the day of the meeting; and
- (ii) have been a member for six months or more on the day of the meeting; and

either

- (iii) reside in the Electorate and have been resident in the Electorate for at least four weeks prior to the meeting.

or

- (iv) have resided in the Electorate for at least four weeks in the previous six months and have not resided in any other electorate for four weeks subsequently.

Quorum

There need to be 10 voting members present for it to be a valid selection meeting, so please make every effort to come along.

Further Information

If you have any queries, please contact the Candidate Selection Meeting Organiser: *[INSERT NAME, EMAIL AND PHONE FOR CSMO]*

We look forward to seeing you at the meeting.

Appendix I: List Only Candidate Nomination Form

GREEN PARTY OF AOTEAROA/NEW ZEALAND

LIST-ONLY CANDIDATE NOMINATION FORM

Part A: NOMINATION

We, the undersigned members nominate [INSERT FULL NAME OF CANDIDATE]

as a list-only candidate for the next General Election.

In signing this nomination, you declare and affirm that you:

1. are a current member of the Green Party and have been a member for six months or more; and
2. have confirmed that the candidate has already been accepted into the Green Party Parliamentary Candidate Pool; and
3. pledge that you will actively support and encourage the candidate in the Party's election campaign; and
4. know the candidate well and are prepared to act as referee for him/her as a list only candidate; and
5. believe the candidate will represent the Party well in this election as a list only candidate; and
6. pledge that you will provide continued support, guidance and a sharing of the workload throughout the term of office if she/he is elected.

Please write legibly. You may be contacted for information about the candidate.

NAME	RESIDENTIAL ADDRESS	PHONE	ELECTORATE	SIGNATURE	DATE
1.					
2					
3					
4					
5					

Part B: LIST-ONLY CANDIDATE INTENTION FORM

(if you require more space please continue on separate sheets)

NAME: *[INSERT NAME OF CANDIDATE APPLYING FOR LIST-ONLY STATUS]*

1 I am seeking to become a list-only candidate for the following reasons:

PLEASE NOTE: If you are applying for list-only candidacy on the basis of your their ability to campaign effectively with a non-geographical sector or community of interest, you must provide evidence that you can campaign effectively within the relevant sector or community of interest (for example, evidence that your candidacy is supported by at least two prominent people from the relevant sector or community of interest).

2 As a list-only candidate, I intend to contribute to the Green Party campaign in the following ways:

I declare and affirm that the information I have provided in support of this application is true and correct.

I understand that to be approved as a List-Only Candidate, the Campaign Committee must first endorse my application and the CSPEC must then determine that I will make a positive contribution to the election campaign. I further understand that if I am not approved as a List-Only Candidate and not selected as an Electorate Candidate I will be excluded from the Party List.

Signed.....

Date.....

Please post this form to the Candidate Selection Process Administrator, Green Party National Office, PO Box 11-652, Wellington, or Fax it to 04 801 5104 and also send the completed form electronically (without signatures but otherwise complete) to greencandidates@greens.org.nz for ease of processing.

