

# UNITED FUTURE NEW ZEALAND PARTY RULES

## APPOINTMENT OF ELECTORAL CANDIDATES

Approved 14/6/02

- 1.1 The procedure to be followed for the appointment of persons as Electoral Candidates for the purposes of a General Election or By-Election shall be as follows.

### **Formation of Candidate Selection Committee**

- 1.2 There shall be a Candidate Selection Committee for each electorate comprising:
- 1.2.1 One person appointed by the Regional Council of the region in which the relevant electorate is located (who shall chair the Candidate Selection Committee),
  - 1.2.2 Two persons appointed by the Board of Management or by a committee of the Board empowered for that purpose.
  - 1.2.3 If the relevant electorate has an Electorate Committee (but not otherwise) two persons appointed by a duly convened General Meeting of the members of the electorate.
- 1.3 No person may be a member of the Candidate Selection Committee for an electorate who is available for nomination as the Electoral Candidate for that electorate.
- 1.4 The Candidate Selection Committee may meet together for the dispatch of business, adjourn, and otherwise regulate their meetings as they think fit. Such meetings may take place in person and/or by the contemporaneous linking of members by telephone or computer in a manner enabling each member to communicate with all of the other members and/or by exchanges of electronic mail or fax as long as all members of the Committee have an opportunity to participate in the deliberations and decisions of the Committee. All decisions of the Committee shall be made by the vote of a majority of its members.

### **Selection Process**

- 1.5 The Board of Management shall:
- 1.5.1 notify all members of the party residing in the electorate and, at the Board's discretion, any other electorate/s (which notice may be given by way of a general notice to all members of the party) of the intention to appoint an Electoral Candidate for the electorate and/or for electorates generally, and
  - 1.5.2 invite such members to forward to the Candidate Selection Committee written expressions of interest and/or nominations for appointment as such Electoral Candidate.

The notice shall specify a closing date for the receipt of such expressions of interest and/or nominations which shall be, in the case of general elections, not less than one month and, in the case of by-elections, not less than one week after the date of publication of the notice.

- 1.6 Such notification and invitation may be issued as many times as the Board of Management may determine and whether or not any nominations have been received in respect of any particular electorate/s.
- 1.7 Any member (whether resident in the electorate or not) may give an expression of interest or make a nomination but where an expression of interest is given it shall promptly, upon request by the Candidate Selection Committee, be followed by a formal nomination prior to the person giving it being included in the selection process. All nominations shall be accompanied by:
- 1.7.1 written confirmation from the nominee confirming their willingness to be appointed as the Electoral Candidate, and
  - 1.7.2 a statement in a form approved by the Board of Management providing details of the nominee's personal background and experience together with any other information or statement that the nominee wishes the Committee to take into consideration.
- 1.8 Notwithstanding the provision of a closing date, the Candidate Selection Committee may at any time up to the conclusion of the selection process and at its sole discretion accept the late receipt of expressions of interest and nominations.
- 1.9 The Candidate Selection Committee shall carry out a preliminary assessment of each nominee in such manner as they may determine and shall decide which of the nominations received they are prepared to endorse for the purposes of the remaining stages of the selection process. Should the Committee decide not to endorse any particular nomination/s they shall advise the Board of Management accordingly giving their reasons for their decision.
- 1.10 The Candidate Selection Committee shall circulate the names and biographical details of all endorsed nominees to;
- 1.10.1 all members of the Electorate Committee (if any)
  - 1.10.2 all members of any Subregional Council for any subregion in which the electorate is situated
  - 1.10.3 all members of the Regional Council for the region in which the electorate is situated
  - 1.10.4 all members of the Board of Management, and
  - 1.10.5 such other persons as the Committee may decide
- to provide an opportunity for comment on the endorsed nominee/s and shall specify a date that is not less than two weeks from the date of mailing by which such comments are to be received by the Committee.
- 1.11 Subject to clause 1.12, where no electorate representative has been appointed pursuant to clause 1.2.3 the Candidate Selection Committee shall also mail the names and brief biographical details of the endorsed nominee/s to all current financial members of the party resident in the electorate to provide an opportunity for comment on the endorsed nominee/s and shall specify a date that is not less than two weeks from the date of mailing by which such comments are to be received.
- 1.12 Where the statutory Nomination Date in respect of the general election or by-election for which nominations are being called is less than two months from the

date by which comments are to be received pursuant to clause 1.10 then the Candidate Selection Committee may, at its discretion, instead of complying with the provisions of clause 1.11, consult with current financial members of the party resident in the electorate in such manner as they may decide.

- 1.13 After the closing date for comments, the Candidate Selection Committee shall weigh up all comments received and information held, carry out any other investigations it considers desirable, and determine the person (if any) whom it formally recommends as the electoral candidate.
- 1.14 The Candidate Selection Committee shall then submit the name of the recommended candidate (or its advice that no candidate is recommended) to the Board of Management with a full resume of all endorsed candidates' backgrounds and the results of its investigations, interviews and request for comments.
- 1.15 The Board of Management shall then consider the Candidate Selection Committee's report and shall either approve the recommended candidate (or the Committee's failure to recommend a candidate) or refer the matter back to the Committee with such comments and recommendations as the Board of Management desires to make.
- 1.16 If the Board of Management refers the matter back to the Candidate Selection Committee then the Committee shall reconsider its recommendation and may adopt such of the comments and recommendations of the Board of Management as it considers appropriate and alter its recommendation accordingly.
- 1.17 Following such alterations, if any, the Candidate Selection Committee shall again submit its recommendation to the Board of Management and the Board of Management shall approve it without amendment.
- 1.18 The Candidate Selection Committee shall then promptly advise each nominee and the member nominating such nominee of the results of the appointment process.

### **Appeals and Errors**

- 1.19 There shall be no right of appeal against any decision of the Candidate Selection Committee or the Board of Management.
- 1.20 No error in the candidate selection procedure shall invalidate the process of selection and/or any decision of the Candidate Selection Committee and/or the Board of Management unless the Board of Management considers (taking into account all the circumstances known to it including the time that has passed since the error occurred) that the error was sufficiently serious to warrant the decision being invalidated. In that event the selection at issue shall be suspended and the Board of Management shall take such action as it considers necessary or desirable to remedy the error or, if necessary, to recommence the selection process in respect of one or more of the selected candidates affected by the error.

### **APPOINTMENT AND RANKING OF LIST CANDIDATES**

Approved 14/6/02

- 2.1 The procedure to be followed for the appointment and ranking of candidates for the Party List for the purposes of a General Election shall be as follows.

### **Formation of List Selection Committee**

- 2.2 The Board of Management shall form a List Selection Committee of not less than five persons, which shall be comprised of:
- 2.2.1 the President (but only if he/she is unavailable for appointment to the Party List)
  - 2.2.2 the Leader,
  - 2.2.3 the Deputy Leader,
  - 2.2.4 all other members of the Board of Management who are unavailable for appointment to the Party List, and
  - 2.2.5 such other persons (providing they are unavailable for appointment to the Party List) as the Board may, at its discretion, appoint.
- 2.3 The List Selection Committee shall be chaired by the President or, in his/her absence or unavailability, such other person as the Committee may appoint.
- 2.4 The List Selection Committee may meet together for the dispatch of business, adjourn, and otherwise regulate their meetings as they think fit. Such meetings may take place in person and/or by the contemporaneous linking of members by telephone or computer in a manner enabling each member to communicate with all of the other members. All decisions of the Committee shall be made by the vote of a majority of its members.

### **Receipt and endorsement of Nominations**

- 2.5 The Board of Management shall formally notify all members of the party's intention to formulate the Party List and shall invite them to forward written nominations for appointment to the Party List to the List Selection Committee. The notice shall specify a closing date for the receipt of nominations which shall be not less than one month after the date of publication of the notice except that, where the statutory Nomination Date in respect of the general election for which nominations are being called is less than two months from the date by which nominations are to be received, then the Committee may, at its discretion, shorten the time by which such nominations must be received to a period of not less than three days from the date that notice of the shortened time is given.
- 2.6 Such notification and invitation may be issued as many times as the Board of Management may determine and whether or not any nominations have been received.
- 2.7 Any member may nominate another member for inclusion on the Party List. All nominations shall be accompanied by:
- 2.7.1 written confirmation from the nominee of their willingness to be included on the Party List, and
  - 2.7.2 a statement in a form approved by the Board of Management providing details of the nominee's personal background and experience together with any other information or statement that the nominee wishes the List Selection Committee to take into consideration.

- 2.8 Notwithstanding the provision of a closing date, the List Selection Committee may, at its sole discretion, accept the late receipt of nominations at any time up to the commencement of the process of ranking by the Electoral College.
- 2.9 The List Selection Committee shall carry out a preliminary assessment of each nominee in such manner as they may determine and shall decide which of the nominations received they are prepared to endorse for the purposes of the remaining stages of the selection process. Should the Committee decide not to endorse any particular nomination/s they shall advise the Board of Management accordingly giving their reasons for their decision.

### **Ranking by Electoral College**

- 2.10 There shall be an Electoral College which shall be comprised of:
- 2.10.1 each member of the Board of Management,
  - 2.10.2 each person who has been nominated for the List,
  - 2.10.3 each person who has been appointed as an Electorate Candidate for the election as at the close of day prior to the date that the List Ranking Forms are posted (as provided below),
  - 2.10.4 each person whose formal nomination as an Electorate Candidate has been received by the Board of Management as at the close of day prior to the date the List Ranking Forms are posted and whose nominations have been endorsed by the respective Candidate Selection Committee but are still pending determination,
  - 2.10.5 each Electorate, Subregional and Regional Committee.
- A person may qualify to be a member of the Electoral College under more than one of the categories listed in subclauses 2.10.1 to 2.10.4 but shall still only hold a single membership of the Electoral College.
- 2.11 The List Selection Committee shall appoint two persons to be Scrutineers who are neither members of the Electoral College nor members of any Electorate, Subregional or Regional Committee.
- 2.12 The Board of Management shall approve a List Ranking Form for the numerical ranking by the Electoral College of all (subject to clause 2.19) endorsed nominees for the Party List. The Form shall specify that the first position on the Party List shall be held by the Leader of the Party and the second position shall be held by the Deputy Leader of the Party and shall also specify a closing date for the posting or delivery of completed forms which shall be not less than two weeks after the date of posting of the forms (as provided for below) except that, where the statutory Nomination Date in respect of the general election for which nominations are being called is less than two months from the date by which nominations are to be received, then the Committee may, at its discretion, shorten the closing date for the posting or delivery by the Electoral College of completed List Ranking forms to a period of not less than three days from the date of posting.
- 2.13 The Scrutineers shall consecutively number the List Ranking Forms and randomly and confidentially allocate a number to each member of the Electoral College. The Scrutineers shall then circulate to each member of the Electoral College;

- 2.13.1 their respective numbered List Ranking Form,
  - 2.13.2 the names and biographical details of all endorsed nominees, and
  - 2.13.3 a separate Confidential Comments Form for the use of members of the Electoral College.
- 2.14 Each member of the Electoral College desiring to do so shall complete his, her or their List Ranking Form by ranking all or some of the nominees for the Party List in the order (from first to last) that such member considers that such nominees should appear on the Party List and/or provide comments about one or more nominees on the Confidential Comments Form. Any such member may, if he or she so desires, rank more than one nominee equally or leave one or more ranking places empty. Following completion the List Ranking Form and/or Confidential Comments Form shall be posted or delivered to the List Selection Committee no later than by the specified closing date.
- 2.15 Not less than three days after the specified closing date the Scrutineers shall:
- 2.15.1 open all List Ranking Forms postmarked or received on or before the closing date,
  - 2.15.2 separate out any Confidential Comments Forms received and hand them, without inspection by the scrutineers or any other person, to the Chair of the List Selection Committee,
  - 2.15.3 verify the numbers shown on the List Ranking Forms against the list of Electoral College members to ensure that there have been no duplicate or unnumbered ranking forms returned. Should any forms be returned in duplicate or be unnumbered then, unless the duplicate forms are exact copies of each other (in which case all but one of the forms shall be destroyed), such duplicate or unnumbered forms shall be set to one side and not included in the remainder of the ranking process,
  - 2.15.4 tabulate against each nominee's name the various rankings for that nominee allotted by the Electoral College members,
  - 2.15.5 total the rankings each nominee has received and divide that total by the number of List Ranking Forms that ranked that nominee to obtain an "average ranking" and enter that average ranking on the Tabulation Form beside the respective candidates' names,
  - 2.15.6 reorder the Tabulation Form onto an Electoral College Ranking Form showing the order of the Party List rankings as determined by the Electoral College, and
  - 2.15.7 hand the Electoral College Ranking Form together with the Tabulation Form and all List Ranking Forms to the Chair of the List Selection Committee.

### **Completion of List Ranking**

- 2.16 Following receipt of the Electoral College Ranking Form, Tabulation Form, List Ranking Forms and Confidential Comments Forms the List Selection Committee shall consider the responses of the Electoral College members, carry out any other investigations it considers desirable, and determine the third and subsequent positions on the Party List taking full account of the wishes of the Electoral College as evidenced in the various forms.

- 2.17 The List Selection Committee shall then formally notify the Party List to the Board of Management who shall then promptly advise each nominee of the results of the appointment process.
- 2.18 Following advice to the nominees, each member of the Electoral College shall be provided with a copy of the Electoral College Ranking Form and may, upon request, inspect the Tabulation Forms and List Ranking Forms.

### **List Selection by Installments**

- 2.19 The List Selection Committee may, if it so desires, appoint and rank list candidates by first determining such number of senior places on the Party List as the Committee may decide and thereafter determining lower places on the Party List on one or more subsequent occasions.
- 2.20 If the List Selection Committee decides to avail itself of the provisions of clause 2.19 then the provisions of clause 2.12 to 2.18 shall apply in respect of each selection round except that;
- 2.20.1 the List Ranking Form shall make clear to the Electoral College members that ranking and comments are only being sought for certain specified positions on the Party List,
- 2.20.2 the List Ranking Form shall specify the positions on the Party List that have already been determined, and
- 2.20.3 the reference to "the third and subsequent positions on the Party List" in clause 2.16 and the reference to "the Party List" in clause 2.17 shall be deemed to mean "the positions on the Party List specified to the Electoral College".
- 2.21 If, at the completion of the List Selection process, there are fewer candidates on the Party List than places available then the List Selection Committee may add the names of any subsequent nominees to the end of the Party List in such order as they may decide.

### **Appeals, Errors and Annulment of results**

- 2.22 Subject to the following clauses, no error in the List selection procedure shall invalidate the process of selection and/or any decision of the List Selection Committee and/or the Board of Management and there shall be no right of appeal against any decision of the List Selection Committee or the Board of Management.
- 2.23 If the Board of Management considers that an error in the List selection process has occurred but the error is of such a minor nature (not going to the substance of the determination and ordering of the List) that it can easily and ought to be remedied the Board may take such action as it considers necessary or desirable to remedy the error.
- 2.24 If the Board of Management considers;
- 2.24.1 that a significant error in the List selection process has occurred and, after taking into account all the circumstances known to it including the time that has passed since the error occurred and the proximity of the general election, that the error is sufficiently serious to warrant either the whole List selection process or one or more selection rounds being

invalidated, or

2.24.2 that exceptional circumstances have arisen or have come to its attention since the commencement of the ranking of the List (or part List) by the Electoral College that make the annulment of the List selection process necessary in the best interests of the party

then the Board may, by the decision of a 75% majority, resolve to annul the either the whole List selection process or any selection round together with all selection rounds below it (as the case may require).

2.25 In the event of any annulment (as provided for in clause 2.24) the List selection process or such part of it as has been annulled shall be recommenced from such point in the process (being a point not later than the commencement of ranking by the Electoral College) as will, in the Board's view, remedy the error or meet the exceptional circumstances.