

NZCER COUNCIL (BOARD)

GUIDE TO ELECTION PROCEDURE – updated 2017

LEGISLATION

1. The NZCER Act 1972 provides for a governing council of nine:
 - (a) One member appointed by the Minister of Education;
 - (b) Five elective members, appointed by the Council; and
 - (c) Three co-opted members.
2. The five elected members are elected by an electoral college, members of which are prescribed by The Rules for the Conduct of Elections of Members of the New Zealand Council for Educational Research 2017.
3. Members of the Electoral College fall into three categories:
 - (a) Particular people.
 - (b) Holders of particular offices.
 - (c) People nominated by particular bodies or by the holder of particular offices.

THE ELECTORAL COLLEGE

4. Electoral College members have two functions to perform:

Nominating candidates:

The number of vacancies on NZCER's Board is either two or three. Eligibility as a Board member is defined in the Act (sections 4 and 5) and includes any person over the age of twenty who is not mentally disordered, an undischarged bankrupt, convicted of an imprisonable offence, or a paid officer of NZCER.

Electoral College members are asked to provide the following details when nominating:

- (a) the name, e-mail, and address of the person being nominated and that person's consent to nomination, and
- (b) the name of the nominator, who must be a member of the Electoral College.

Voting:

Electoral College members are sent voting instructions and brief biographical notes of candidates to help them cast an informed vote for two/three persons on the list of duly nominated candidates.

Notes:

- Only members of the Electoral College can vote. There are NO proxy votes. Organisations need to ensure that the persons they name for the electoral roll will be available to vote (naming a person who will be travelling overseas, or who is on sabbatical leave, may in effect disenfranchise an organisation if its nominee is not able to vote).
- A person cannot be on the Electoral College roll more than once. If a person is already on the roll, your organisation will be contacted so they can name another person.

VOTING

5. The voting procedure is simple, but the following points should be noted:
 - Only voters (people whose names are on the Electoral College roll) may vote; there are **NO** proxy votes.
 - Organisations should emphasise to their representatives that, if they fail to vote, they are in effect preventing the body they represent from contributing to the composition of NZCER's governing body.
 - Voters indicate their preference for the two or three candidates by entering the numbers 1, 2, and 3 (or 1 and 2) in boxes alongside the candidates' names, on paper or via an electronic voting system.
 - Late votes are invalid.

TIMEFRAME

6. The timeframe in which the election has to be conducted is very tight. It is important that organisations and their representative(s) on the roll respond to correspondence as quickly as possible at three critical stages:
 - *When asked to name person(s) to represent the organisation on the Electoral College roll:* If representatives are not named by the time the roll closes, the organisation is in effect disenfranchised for that election.
 - *When asked to nominate candidates to stand for election:* Voters should complete and return nomination forms as quickly as possible. A nomination received late, or without the candidate's consent, may be ruled invalid. Receipt of a number of nominations close to closing time makes it difficult to obtain and compile biographical notes to distribute to voters within the tight timeframe allowed.
 - *When casting a vote:* In most elections a number of votes are declared invalid because they have not reached the returning officer by the specified time.

RESULTS

7. Results of the election are sent to individual Electoral College members, not to their organisations. It is suggested that organisations have a mechanism for recommending how their representative(s) vote. Votes are secret. NZCER records who has returned a voting paper, but has no way of knowing for which candidates individual voters cast a vote.