Council Candidate Pack

Version at 27 May 2022

Introduction

This pack is to provide useful information and links to help potential InternetNZ Council candidates to prepare for our upcoming Council elections.

For further questions please email: membership@internetnz.net.nz

Outline of role

Our Council is the governing body for InternetNZ. Made up of nine members elected by our membership and up to two appointed members. Council guide our strategic direction and govern the organisation. InternetNZ staff carry out operational work as directed by the Chief Executive, but it's the Council members that are the governors of InternetNZ.

Examples of what Council members do:
- establish and monitor InternetNZ's strategy;
- set and review the budget and business plan;
- appoint and hold the Chief Executive to account and guide their performance;
- act as stewards of our ownership interests in the Domain Name Commission (DNC).

Council members are entitled to an honorarium for their positions, and meeting and travel expenses are paid for by InternetNZ where required.

Who should consider being nominated?

Members that have skills, diversity and the time to support our kaupapa should consider standing.

A current skills/diversity assessment of the current councillors is included in Appendix A. Members that nominate or are nominated should consider this information when they opt to stand for council.

Time commitments

Candidates should ensure they have adequate time to commit to the role for the full length of their term. Council members are expected to commit on average two days every month to our mahi. This includes at a minimum six half-day Council meetings each year, where the strategy development and business planning will be discussed.

In addition to the ordinary Council meetings, there may be additional meetings of Council as required; Council committee meetings; and other special engagements as determined by Councillors.

Meetings are held at the InternetNZ office in Wellington, online or in other locations as required. InternetNZ meet travel and accommodation costs for Council meetings where required.

Council members are also encouraged to attend and participate in InternetNZ events during the year. They are also invited to join and participate on member channels like the members-discuss email list, and on our community space, [NetHub](.).

For more info on the roles of the Officers (President and Vice President) refer to our [constitution and bylaws](.).

Eligibility to nominate or be nominated

The eligibility period to participate in the upcoming election closes on 31 March each year. New members that join before 31 March are eligible to stand for Council or vote in that year's election. However, there is a grace period for current members, who are eligible to stand for Council and vote in the election if they renew by 30 June of that year.

How do I nominate another member for a Council role?

Eligible members are able to nominate another eligible member using this form: [Candidate Nomination form](.)

When a form is received, it will be automatically acknowledged, and the member nominated will be contacted by the Returning Officer by email and phone to:

- Confirm if they want to accept the nomination
- Answer any questions the nominee may have
- Advise them to prepare their bio and photo, which will be published on the InternetNZ website.

What happens if I am nominated?

If you are nominated by another member, the Returning Officer will be the person that contacts you (the nominee). This will be done by phone and email, which will give you an opportunity to ask any questions in regards to the process.

You'll be confirmed as a candidate for the elections once your bio details and photo are received and acknowledged by the Returning Officer through the Candiate Information form.

The InternetNZ website will be updated with your bio and photo within three working days after confirmation by the Returning Officer. When your details are uploaded, you will be notified by email. There will be no changes permitted to bios after they are published on the website.

Every week leading up to the nominations closing date, confirmed candidate names will be announced to members on NetHub and through the member-announce email list.

What if you don't have someone to nominate you?

If you would like to nominate yourself for the elections, the Returning Officer can provide a 'neutral' nomination. They will call and email you to confirm this as above.

The Election

Returning Officer

The purpose of the Returning Officer role is to be responsible for implementing election and voting processes that help to achieve the best possible election outcomes, which adhere to the InternetNZ code of conduct.

The Council appoints the Returning Officer in a neutral role. They are there to encourage and motivate eligible members to put themselves forward or nominate other members for the annual elections of the InternetNZ Council.

Building and maintaining relationships with candidates is a critical part to their role, as is providing feedback to the Council on the elections process, and the staff membership team who implement the election. They will be the first point of contact for questions from candidates.

Candidates

Confirmed candidates should agree to abide by the Code of Conduct, and understand they will, if elected, undergo a Police check and other formalities suitable to their role as governor of an Incorporated Society.

Where can members discuss the election, and campaign?

Campaigning is a welcome tradition during our election period in the InternetNZ elections. Those who wish to nominate or be nominated for a Council position can use discussion, images, distribution of campaign materials, and solicitation of votes for or against any person or position. InternetNZ maintains a number of

channels for members to share their views with other members, and often these channels are used to pose questions to candidates.

The incumbent President and outgoing Vice-President are committed to a respectful and inclusive election process and will continue our recent practice of intervening in the members' forums to moderate discussions as needed to deliver on this commitment. All material should adhere to the Code of Conduct, and the Returning Officer will support the moderation process with InternetNZ staff.

Campaign messages will be moderated if required by the President and Vice-President on the following channels:

1. NetHub's members-chat

This is a channel in our open online community hosted on slack. Members opt-in to this channel and staff with administration rights have the ability to moderate comments.

If you do not have access to this channel contact membership@internetnz.net.nz.

2. Members-discuss

This is a members-only opt-in email list.

If you do not have access to this channel contact membership@internetnz.net.nz.

3. Meet the Candidate online sessions

InternetNZ will host an online 'Meet the Candidate' session for members. Questions that members have can be sent directly to candidates before or during these sessions.

4. Campaigning on other channels

Social media - If a candidate wishes to utilise public social media channels during the election period, we recommend posts are sufficiently moderated by the candidate. InternetNZ is unable to assist you with moderation on social media.

Self-hosted sessions or events - If a candidate wishes to host an online event themselves, they should host and run these in accordance with the Code of Conduct. Creating safe spaces is paramount to InternetNZ events, and we'd expect you to understand and set up your spaces accordingly. Information on any self-hosted sessions can be included in candidate bios (online) if desired. Session details will also be shared on the members-announce email list, distributed to all members by InternetNZ after nominations are closed.

Contacting members - If a candidate contacts a member personally through any other medium (ie. a DM, email, phone, other messaging system or post) more than once, and it is deemed undesired by the receiver, they should report this to the President and/or Vice-President to address with the candidate that has sent the message.

How does the election work?

Elections system

Under the Single-Transferable Vote (STV) electoral system that InternetNZ uses, voters rank candidates in their order of preference. You write "1" next to the name of your favourite candidate, "2" next to your second favourite candidate and so on.

We encourage candidates to understand our [electoral voting system](#), and more detail about how the voting system works is included here.

Elections Provider

InternetNZ contracts election services to [Electionz](#). They provide election services for a range of clients, and InternetNZ has used their services for several years.

Announcement of results

Election results are shared at the Annual General Meeting in late July. The Returning Officer will contact all nominees by phone with results before public announcement.

On some occasions, announcements may be made interim, pending review by an external scrutineer. Final confirmed results will be put in [the historic election section](#) of the InternetNZ website, where they will be presented as a publicly available official record of the outcome of the election.

Useful links

Item	Link
Constitution	https://internetnz.nz/governance-and-reports/governance-documents/internetnzs-constitution/
By laws	https://internetnz.nz/governance-and-reports/governance-documents/council-bylaws/
Governance Charter and policies	https://internetnz.nz/assets/Archives/2021-12-3-governance-charter-and-policies.pdf
Council papers	https://internetnz.nz/governance-and-reports/plans-and-reports/archive-doc/?Sort=ID&Dir=ASC&PageType=Council+documents
2021 AGM Minutes	https://internetnz.nz/assets/Archives/2021-agm-minutes.pdf
InternetNZ voting system explained	https://internetnz.nz/governance-and-reports/council/council-elections/internetnz-electoral-system-explanation/
NetHub	https://join.slack.com/t/nethubnz/shared_invite/zt-moe48vmf-HDiK2oZGwjcuHHy8KM9xrA

Useful contacts

Returning Officer	returningofficer@internetnz.net.nz
InternetNZ membership team	membership@internetnz.net.nz
Electionz	iro@elections.com

Appendix A

Self assessment of skills and diversity by current councillors, approved by Council at their meeting on 13 May 2022

Summary

This report comprises a recalculation of the assessment of skills, experience, and diversity attributes (October 2021 results) of the current Council Members that will remain on Council after the 2022 elections. This Skills and Diversity assessment has been completed by the following Council Members:

- President Joy Liddicoat (term ends at the Annual General Meeting (AGM) 2024),
- Cr Don Stokes (term ends at AGM 2023),
- Cr Kate Pearce (term ends at AGM 2023),
- Cr Potaua Biasiny-Tule (term ends at AGM 2023)
- Cr Richard Hulse (term ends at AGM 2024), and
- Cr Anthony Bow (appointed, term ends 2024).

Responses from these Council members are presented in no particular order.

The Councillors listed below have had their results removed as they complete their time with Council or they are up for re-election:
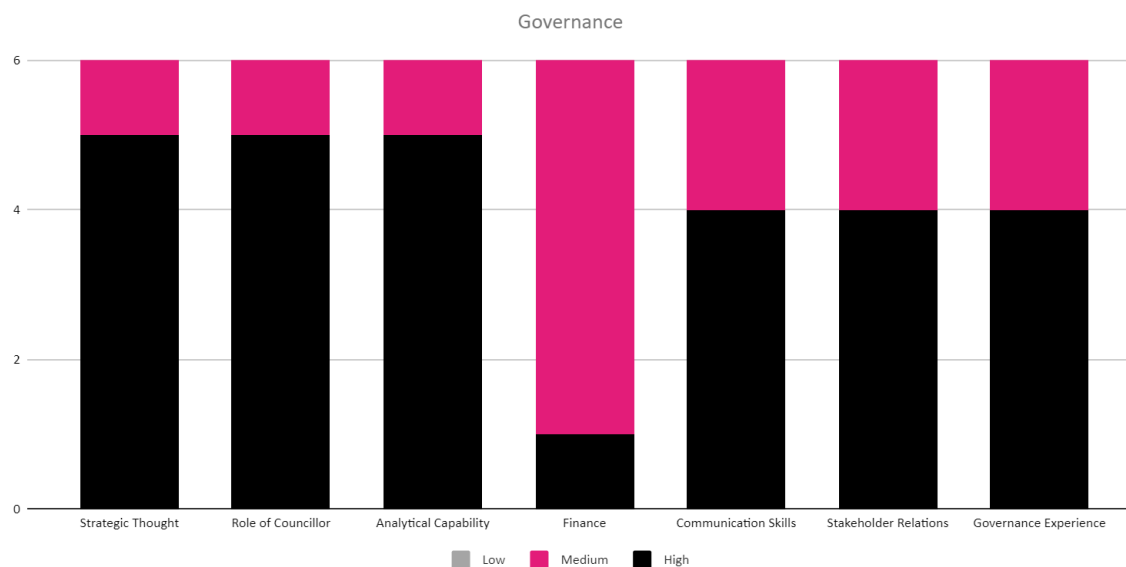
- Vice President Jay Daley (resigning at Annual General Meeting 2022),
- Cr Jeff Montgomery (term completed, may stand for re-election)
- Cr Sarah Lee (term completed, may stand for re-election) and
- Cr Aimee Whitcroft (resigned).

Members are encouraged to use this Skills and Diversity matrix to consider the skills, experience and diversity attributes of the sitting Council Members, and to utilise this information in participating in the InternetNZ Council Member election process.

Governance

These are core skills and areas of knowledge associated with the role of Council as InternetNZ's governing body.

Governance

Governance Skills / Experience

Strategic thought - Ability to consider an issue in the context of the organisation's stated goals. Keeping at the high level, weighing options with an open mind.

Role of the Councillor - An understanding of the governance function and the value it should add. Clarity on the role of and obligations placed on a Councillor.

Analytical capability A structured approach to problem solving, critical reasoning, an ability to analyse information and importantly ask considered and relevant questions

Finance - The ability to read and comprehend the organisation's accounts and the financial material presented to the board. Financial literacy at a level consistent with minimum expectations placed on directors under the law.

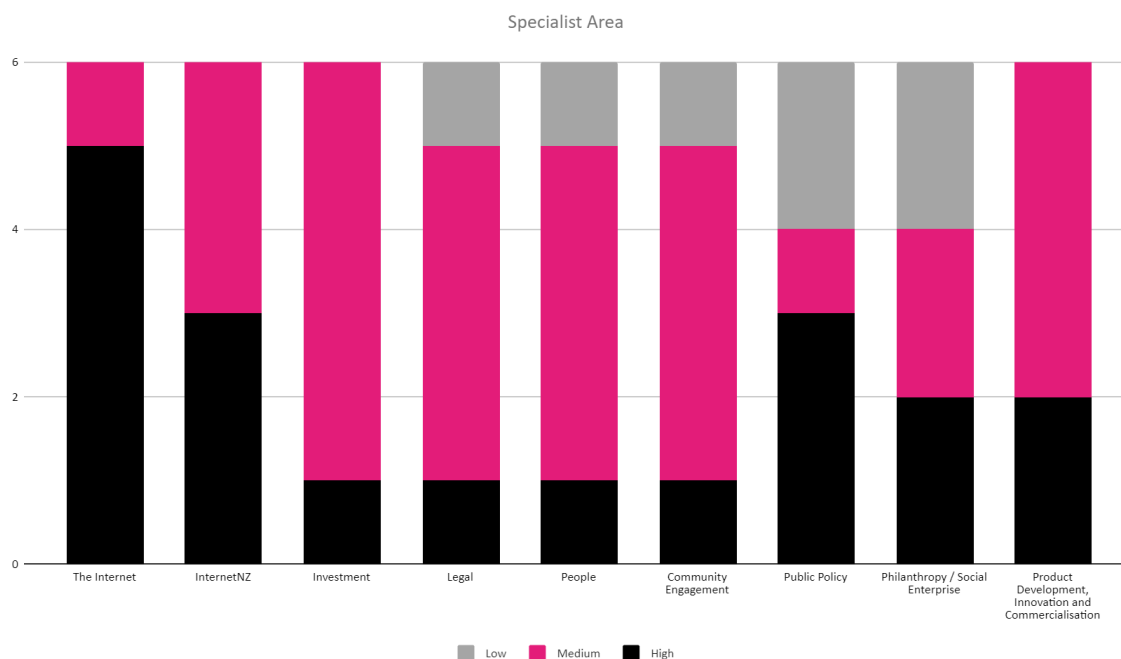**Communication skills -** Ability to clearly articulate a point of view in a positive manner.

Stakeholder relations - Ability to understand the requirements of owners and stakeholders and as required and relate to those constituencies.

Governance experience - Previous experience in related governance roles.

Specialist Areas

It is desirable to have these skills around the table understanding that in the main these duplicate staff skills. The key attribute is an understanding of or willingness to learn about the business.

Specialist Area

Specialist Skills / Experience

The Internet - An understanding of the key role that the Internet plays in our world now and into the future.

InternetNZ - An understanding of the specific role that InternetNZ plays in that world.

Investment - Knowledge, understanding and appreciation of Investment advice, practices and framework. Ability to work with management in discerning and driving appropriate investment approaches.

Legal - An understanding of the legal environment as relevant to the internet

People - Experience in evaluating the performance of the chief executive and skills in human resource management, culture, reward and recognition.

Community Engagement - High level reputation and networks in the community including with relevant industry organisations and consumer or business groups, and the ability to effectively engage and communicate with those stakeholders

Public Policy - An understanding of public policy and how it relates to the Internet.

Philanthropy / Social Enterprise - An understanding of granting process and the maximisation of philanthropic funds
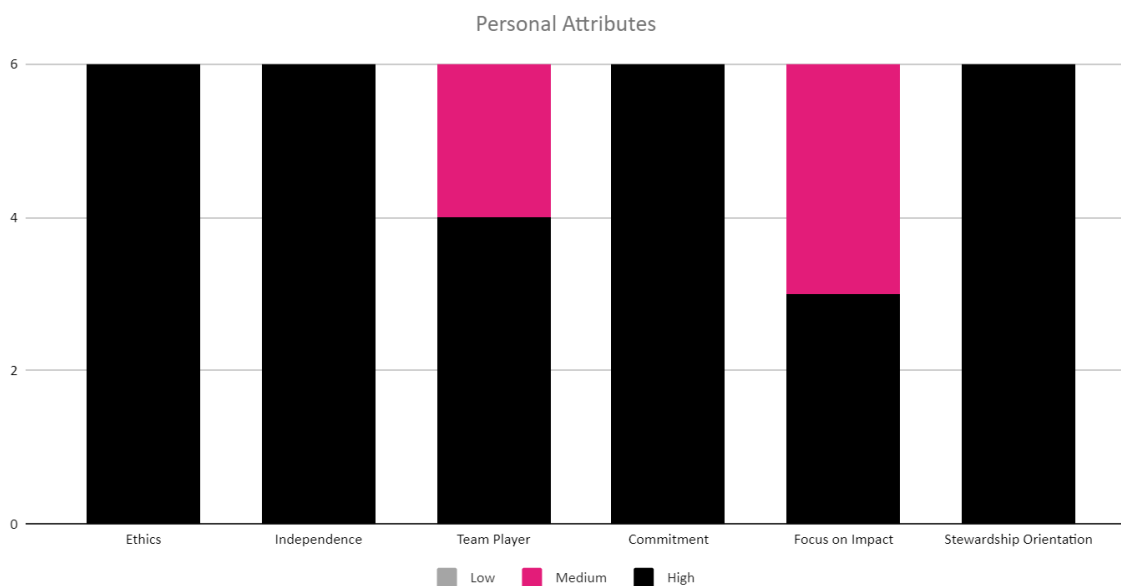
Product Development, Innovation and Commercialisation - Technology Innovations: Understanding the current drivers of innovation in the information technology market. Experience in delivering new product offerings in response to market demand, to achieve market leadership or to take advantage of opportunities for innovation.

Personal Attributes

The results below show a high level of strength in personal attributes - Ethics, Independence, Commitment, Stewardship Orientation.

Personal Attributes

Attributes

Ethics - Demonstrating high levels of integrity, ethical behaviour and honesty, Acting always in the interests of the organisation.

Independence - Maintaining an independence of thought. Ability to politely maintain and promote a position and to agreeably disagree as needed.

Team player - Understanding that board work is teamwork, ability to work with others and form productive relationships.

Commitment - To commit the time to prepare, understand the business and make meeting attendance a non-negotiable priority

Focus on impact - Always focused on ends and less on the means to get there. Seeking evidence of impact.
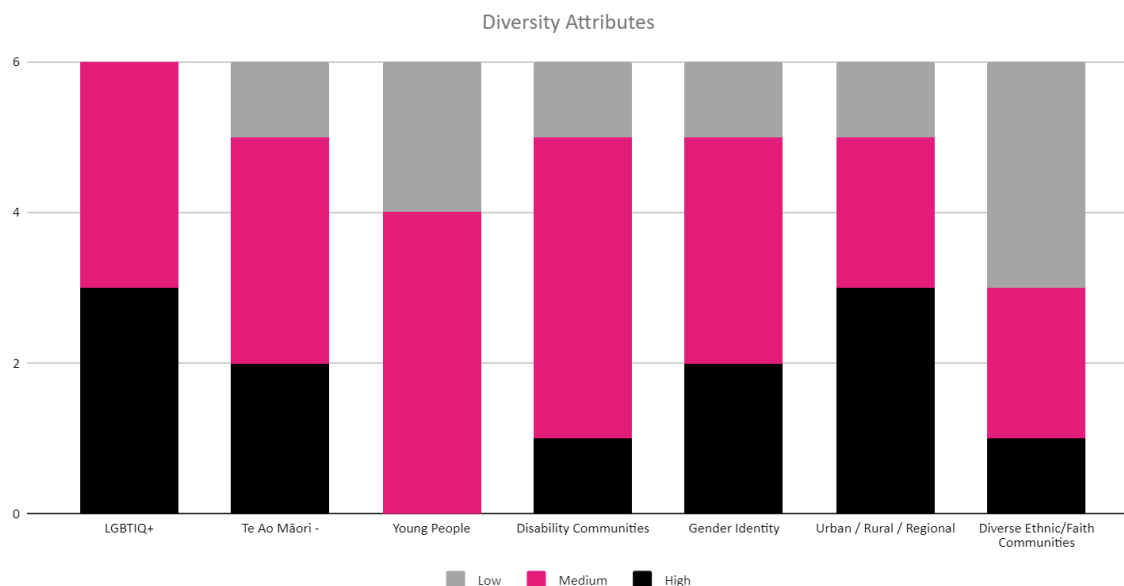
Stewardship orientation Understanding that the board operates as a subset of the owners and comprehending its role as fiduciaries (acting for the benefit of others)

Diversity Attributes

InternetNZ has a strong commitment to broad representation at the Council table representing the diversity of the community we serve. We are interested in bringing these perspectives to our governance.

Diversity Attributes

Attributes

LGBTIQ+ - Understanding of the issues facing people from diverse Rainbow communities and the opportunities and challenges that relate to our work.

Te Ao Māori (Indigenous Governance, Te Tiriti o Waitangi) - Understanding aspects of Te Ao Māori that pertain to InternetNZ's role, including concepts of indigenous governance, Te Tiriti, data sovereignty, cultural competence of staff and governors and familiarity with tikanga Māori and Te Reo Māori. Diverse representation around the Council table.

Young people - Internet industries are driven by a younger demographic. We encourage that voice at the Council table.

Disability Communities - Understanding of the issues facing people living with disability and the opportunities and challenges that relate to our work.

Gender Identity - Understanding of the issues facing people of diverse gender identities, and the opportunities and challenges that relate to our work.

Urban / Rural / Regional - A diverse representation from different towns and cities around Aotearoa around the Council table.

Diverse ethnic communities - Understanding of the issues facing people of diverse ethnic identities, and of their communities, and the opportunities and challenges that relate to our work.