

# Council Candidate Pack

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Version at 1 May 2023

## 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](mailto: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.

## 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 Candidate 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](mailto:membership@internetnz.net.nz).

### **2. 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.

### **3. 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	<a href="https://internetnz.nz/governance-and-reports/governance-documents/internetnzs-constitution/">https://internetnz.nz/governance-and-reports/governance-documents/internetnzs-constitution/</a>
Bylaws	<a href="https://internetnz.nz/governance-and-reports/governance-documents/council-bylaws/">https://internetnz.nz/governance-and-reports/governance-documents/council-bylaws/</a>
Governance Charter and policies	<a href="https://internetnz.nz/assets/Archives/2021-12-3-governance-charter-and-policies.pdf">https://internetnz.nz/assets/Archives/2021-12-3-governance-charter-and-policies.pdf</a>
Council papers	<a href="https://internetnz.nz/governance-and-reports/plans-and-reports/archive-doc/?Sort=ID&amp;Dir=ASC&amp;PageType=Council+documents">https://internetnz.nz/governance-and-reports/plans-and-reports/archive-doc/?Sort=ID&amp;Dir=ASC&amp;PageType=Council+documents</a>
2022 AGM Minutes	<a href="https://internetnz.nz/assets/Archives/2022-7-28-AGM-InternetNZ-draft-minutes-to-be-ratified.pdf">https://internetnz.nz/assets/Archives/2022-7-28-AGM-InternetNZ-draft-minutes-to-be-ratified.pdf</a>
InternetNZ voting system explained	<a href="https://internetnz.nz/governance-and-reports/council/council-elections/internetnz-electoral-system-explanation/">https://internetnz.nz/governance-and-reports/council/council-elections/internetnz-electoral-system-explanation/</a>
NetHub	<a href="https://join.slack.com/t/nethubnz/shared_invite/zt-moe48vmf-HDiK2oZGwjcuHHy8KM9xrA">https://join.slack.com/t/nethubnz/shared_invite/zt-moe48vmf-HDiK2oZGwjcuHHy8KM9xrA</a>

## Useful contacts

Returning Officer	<a href="mailto:returningofficer@internetnz.net.nz">returningofficer@internetnz.net.nz</a>
InternetNZ membership team	<a href="mailto:membership@internetnz.net.nz">membership@internetnz.net.nz</a>
Electionz	<a href="mailto:iro@elections.com">iro@elections.com</a>