



APICULTURE
NEW ZEALAND

Candidate Information for the
2022 Board Elections

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Introduction

This booklet outlines information which will be of interest to you as a prospective candidate in the 2022 Apiculture New Zealand (Apiculture NZ) election of a Board member.

Prospective candidates or other persons requiring more detailed information about Apiculture NZ should contact the Returning Officer or refer to the Apiculture NZ Constitution which is available from the Apiculture NZ website www.apinz.org.nz.

Returning Officer

Apiculture NZ has appointed Warwick Lampp from electionz.com as Returning Officer for the 2022 election. This means that Warwick will be handling all matters pertaining to the election voting process.

The role of the Returning Officer and Apiculture NZ is to conduct the election in accordance with the presiding regulations, namely the Apiculture NZ Constitution, as well as in accordance with accepted election management best practices.

Subject to those Rules, the Returning Officer and Apiculture NZ have complete and final control over how the election is run. The Returning Officer is engaged by Apiculture NZ and is responsible to the Apiculture NZ Chief Executive, but does not take direction from the Chief Executive or the existing Executive Council. The Returning Officer is responsible for all staff, systems, resources, policies, procedures and actions to ensure that the democratic process is carried out with utmost integrity, security and fairness for all parties. The Returning Officer's decisions in respect to all matters pertaining to the elections are final.

Queries regarding the actions or performance of the Returning Officer should be directed to Karin Kos, ceo@apinz.org.nz.

This year, an election is being held to elect FOUR (4) members to the Apiculture NZ Board of Directors.

The election is being conducted by online and postal voting with the election period being from Friday, May 27, **closing noon Friday, June 10, 2022.**

For further information or additional copies of this booklet, please phone Apiculture NZ, 04 471 6254, email memberships@apinz.org.nz or download the booklet from www.apinz.org.nz

Voting Method

The election for Board members is being carried out by internet voting. A postal ballot will only be offered to members without a valid email address. The voting process will use the STV system.

The Apiculture NZ Board and Candidate Eligibility

This year, nominations are being called for three commercial sector vacancies and one non-commercial sector vacancies on the Board.

In line with Apiculture New Zealand's existing Constitution, existing board members Raymond Key and Ricki Leahy (Commercial Beekeeping Sector) and Paul Martin (Non-Commercial Beekeeping Sector) are required to retire but are eligible for re-election.

Raymond Key has decided not to put his name forward for re-election while Ricki Leahy has decided not to stand again after being involved in governance of the industry for many years. Paul Martin has chosen to stand for re-election.

In addition, Kate Kember (Commercial Beekeeping Sector) no longer works in the industry, so her position has come up for election.

Only commercial and non-commercial beekeeping sector members are entitled to stand as candidates.

A candidate will represent the sector in which they are Apiculture NZ members.

Nominators must be a member of the same sector as the candidate.

To be eligible to be **selected as a candidate**, you must have paid your full and proper subscription to Apiculture NZ for 2022 by **12 noon, Friday, May 13**. To be eligible to **nominate a candidate** or **vote in this election** you must have paid your full and proper subscription to Apiculture NZ by **12 noon, Friday, May 13**.

Given the nomination period is April 29 – May 13, candidates and nominators do not need to be financial members at the time of nomination – **but they must have paid by 12 noon, Friday, May 13**. On May 13, Apiculture NZ will check that all nominators and candidates are financial members.

If one or both of the nominator/candidate pairing are not financial members, that candidate will be deemed ineligible, and will be removed as a candidate.

It is your responsibility to ensure that visa and internet banking payments are in the Apiculture NZ bank account by the close of business on **Friday, May 13**. To join and pay online, visit [www.apinz.org.nz/join us](http://www.apinz.org.nz/join-us).

The Structure of Apiculture NZ and Constitutional Requirements

The full constitution, which includes information relating to the Apiculture New Zealand Board and Board elections, can be found at [www.apinz.org.nz/about/about us](http://www.apinz.org.nz/about/about-us).

Voting Process

Apiculture NZ has contracted *electionz.com*, an independent elections management company, to manage the voting and election process. Apiculture NZ will manage the nomination process. Most correspondence about the election will occur via email. Apiculture NZ and *electionz.com*'s focus is on electronic communication with members, promoting the use of internet voting where possible. For example, the Notice of Election with all the information about the upcoming elections will be sent by email on Friday, April 29, 2022, to all financial members who have a valid email address. Other publicity channels will also be used to ensure as wide a reach as possible. This will be followed by another email (and using the channels mentioned above) with the voting information (for internet voting) on Friday, May 27, 2022. However, those members without a valid email address will be sent voting information by post. All candidates, their nominators, and voters must be Apiculture NZ financial members for 2022 by close of business Friday, May 13. Members may only vote for the candidate standing in their membership sector.

Board Member Duties

Duties of Board and members

Collective and individual responsibility and accountability are fundamental to the integrity of the Board. It is important that Board members are clear about, and understand, the collective and individual duties that come with election and appointment to the Apiculture NZ Board.

Board duties are often referred to as Directors' 'fiduciary duties'. Board members should be made aware of their duties immediately upon taking office. Collective and individual duties should be covered as part of a Board member's orientation and on-going governance training.

Board member duties are constant and relevant to all actions undertaken by the Board or individual members; a Board and its members must always act in a manner consistent with these duties.

Collective Duties

The collective duties of the Board are the duties which reflect that the Board and Apiculture NZ as an entity act in accordance with the objects and within the powers set out in the Constitution.

The collective duties of the Board are to:

- a. Act consistently with the objects as set out in the Constitution (Clause 4)

Individual Duties

Apiculture NZ is not a company, but the following are increasingly accepted as threshold duties and requirements as per the Companies Act 1993.

- a. Act with honesty and integrity
- b. To act in good faith and in what the Board Member believes to be in the interests of Apiculture NZ
- c. Not to permit 'reckless' trading
- d. To exercise reasonable care, diligence and skill
- e. Not disclose information except as agreed by the Board

Breach of Duty

As acknowledged previously, Apiculture NZ is not a company but certain aspects of the Companies Act 1993, and the duties and rules it imposes on Directors, are relevant to members of the Association's Board.

Directors have a duty to act in good faith and in the best interests of the company. They must exercise their powers for a proper purpose and are required to comply with the Companies Acts and the Company's Constitution.

There are penalties for reckless trading by the company and the company's Directors have a duty of care when exercising the powers or performing their duties as Directors. The liability of company Directors is unlimited and as a consequence they may be found personally liable for any negligent actions performed by them.

Legal compliance is a fundamental role of a Director. Ensuring proper adherence to law is part of being an effective Director, and liability is imposed on Directors under various Acts. For example, Health and Safety in Employment Act 1992, Health and Safety at Work Act 2015, Financial Reporting Act 2013.

If a Board member commits a breach of the Rules or the Board's governance requirements, or acts in a way which is injurious to the best interests of the Association, Apiculture NZ may bring action against that Board member for a breach of an individual duty as set out in the Constitution (see Clause 13.11).

Code of Conduct

A code of conduct is a set of principles that should guide the behaviour of Board members in relation to carrying out their governance roles and enable the Board to set a tone from the top for Apiculture NZ.

Declaration of Interests relevant to the role

It is a fundamental obligation of all elected officials of Apiculture NZ to act in the best interests of Apiculture NZ. Candidates are required to declare any interests relevant to their potential role as a Board member. This includes personal interests or duties to another person, organisation or company which could conflict with that obligation to Apiculture NZ.

The existence of an interest is not in itself a reason why a candidate is unable to stand for election. The issue is whether or not the interest is managed so that it has no material effect on the exercise of the official's obligation to Apiculture NZ. Voters are also entitled to the disclosure of these interests so they may consider these in casting their vote.

Management of interests should take place at several points in the election and in actions of elected officials.

1.0 Before Election

- a. When an Apiculture NZ member is considering whether to accept nomination for Apiculture NZ office, they should first determine:
 - if their circumstances are such that accepting office would place them in a position of conflict, and
 - if the significance of any such conflict impacts on their ability to fulfil their obligations as an Apiculture NZ office holder.

They should then declare any interest to voters so they may evaluate the relevance and significance of the interest in deciding whether or not to give their vote to that individual.

1.1 In Office

- a. As soon as an interest becomes known to an Apiculture NZ office holder, either as a result of changed personal circumstances or due to the nature of the business being decided, they should declare it and its nature to fellow officeholders at the meeting. The Board or committee then should decide if there is a material conflict and how it should be handled.
- b. Every such declaration should be recorded in the minutes at the time it is declared.

Code of Conduct to guide behaviour of Board Members

<p>Honesty, integrity and transparency</p>	<ul style="list-style-type: none"> Act with honesty and integrity in approaching their roles and responsibilities Undertake Board responsibilities in a manner that respects other Board members and the employees of Apiculture NZ Ensure that actions taken in the performance of Board duties do not discredit yourself, any other Board member, or any employee of Apiculture NZ 	<p>Act fairly and impartially</p>	<ul style="list-style-type: none"> Observe independence and objectivity in carrying out responsibilities of the Board Avoid business connections, affiliations and personal connections that could impact negatively on involvement in Board discussions and decisions
<p>Act in the best interests of Apiculture NZ</p>	<ul style="list-style-type: none"> Diligently prepare for and attend Board meetings Maintain a good level of competence and knowledge, including remaining familiar with Apiculture NZ activities and its operating environment Apply their knowledge, skill and experience with reasonable care and diligence Not engage in activities which could affect their judgement or objectivity as a Board member, nor engage in any activities that could damage the integrity and reputation of Apiculture NZ 	<p>Use Board information and Board position appropriately</p>	<ul style="list-style-type: none"> Respect the confidentiality of information received as a Board member and use it only for proper purposes Decline gifts, benefits and positions that may compromise independence or create perceived obligations Accept responsibility for the decisions and actions of the Board even if they are contrary to your personal views
		<p>Exercise due care and diligence</p>	<ul style="list-style-type: none"> Work to improve the performance and efficiency of Apiculture NZ and use its resources carefully and only for intended purposes Exercise due care and diligence when considering issues and making decisions, by understanding the educational, financial and strategic implications Understand and robustly enquire into the financial and other information provided to the Board

Nominations

Key Dates

- Nominations open from Friday, April 29, 2022.
- Nominations close at 12 noon on Friday, May 13, 2022.
- An electronic copy of the Notice of Election will be sent to all financial members with a valid email address on Friday, April 29, 2022, by Apiculture NZ. A hard copy letter will also be sent to those without an email address.

Nomination Papers

Each candidate nomination must be made on the official nomination paper.

Nomination papers can be downloaded from the Apiculture NZ website: www.apinz.org.nz, or requested from Apiculture NZ:

- **Phone:** 04 471 6254
- **Email:** memberships@apinz.org.nz

Nomination Guidelines

- Each candidate must be endorsed by a nominator.
- Candidates are required to submit a **CV** with their nomination and complete the **Statement of Attestation of Fitness to Stand as a Director**, the **Statement of experience/skills**, and a **candidate profile**. The candidate profile will be sent out with the voting documents.
- The format of the candidate profile statement is set out in Section 6 of the nomination paper. Candidates are also required to provide a photo (jpeg) to accompany the profile with their Nomination Paper.
- These profiles and photos are collated by Apiculture NZ into a profile sheet and forwarded to financial members with their voting documents.

Lodgement of Nomination Papers

- Nominations close at **12 noon, Friday, May 13, 2022**. Nomination papers must be received by the Apiculture NZ no later than the above time and date.
- Nomination papers must be scanned and emailed to memberships@apinz.org.nz

Should they be received after the close of nominations, the nomination is invalid. It is candidate's responsibility to ensure that their nomination is received by Apiculture NZ on time.

- If the candidate cannot scan and email their nomination documents, then they must contact the Apiculture NZ 04 471 6254 to discuss an alternative.
- Nomination papers that are downloaded from the link on the Apiculture NZ website must be printed out. All nomination papers must be completed, signed by the candidate and the nominator, and emailed to Apiculture NZ.
- All nomination documents, including the candidate profile statement and photo **must** be submitted at the same time as the nomination paper.
- Once lodged, nomination papers are checked to ensure the nominator and candidate are financial members and that all details are correct, and all requirements have been met.
- Should a nomination paper be lodged late on the morning nominations close and be incorrectly completed or refer to an ineligible nominator, there may be insufficient time to correct the situation and the nomination paper could be invalidated.
- Confirmation by email of an accepted nomination will be given to each candidate as soon as the nomination documents are verified.

Processes after the Close of Nominations

- Once nominations have closed, a full list of all candidates will be published on the Apiculture NZ website and sent via email to all candidates.
- Candidate names will appear in random order on the online voting form. They will appear with Surname first, followed by their Christian names, i.e. **Brown, John**
- A link to the online voting form will be distributed by email to financial members on Friday, May 27, 2022, with voting closing at 12 noon on Friday, June 10, 2022 by ElectionNZ (iro@electionz.com). Members without a valid email address will receive a hard copy voting form in the post.

About the Board: Responsibilities

Below is an excerpt from the Apiculture New Zealand Constitution, providing further information for candidates about the Apiculture NZ Board.

13.1 The **no more than** nine (9) elected representatives (see Clause 11.5 and 11.6), who will be Members, will appoint a Chair and shall together constitute the Governance Board of the Association.

13.2 Prior to the Annual Meeting the Board will elect a Chair and a Vice-Chair if a vacancy exists.

13.3 The Chair will:

Be appointed for up to a three-year term with the right of reappointment for one more term; and chair all meetings of the Board and AGM, except that in their absence for whatever reason, the Vice Chair will assume this role.

13.3a If a vacancy occurs in the office of Chair or Vice Chair or if any such officer is unable to perform the duties of the office for any reason, the Board of Directors may at any time:

(i) appoint as an alternative Chair:

- a. a person from among their number; or
- b. an independent person, who is not from their number and who may or may not be a member or member representative, to be a Board appointed director to act as Chair; or

(ii) appoint as an alternative Vice Chair, a person from their number, to hold that office until the next Annual General Meeting or such earlier time as the Board of Directors shall determine.

13.4 Directors shall take office on the Board from the conclusion of the Annual Meeting immediately following their election or appointment.

13.5 The term of office for all Directors shall be three (3) years expiring at the conclusion of the relevant Annual Meeting except in the first year following adoption of this constitution when three elected representatives will be elected for one year only and three elected representatives will be elected for two years only.

13.6 At the end of an elected period, retiring Directors shall be eligible for re-election for two (2) subsequent and consecutive terms of three (3) years. A Director who has served three (3) consecutive terms shall be ineligible for re-appointment as a Director in the ensuing year. Such Director, after standing down for not less than one (1) year, may again be eligible for re-appointment for two (2) further terms of three years and shall cease to be eligible after that.

13.7.1 The Board is responsible for:

- a. Governance which means recognising, protecting and facilitating the rights of Members established by the rules or through mutual agreements.
- b. Promoting transparency and consistency with the rules and clearly articulating the division of responsibilities among the different structures within the Association.
- c. Ensuring that timely and accurate disclosure is made on all material matters regarding the Association, including the financial situation, performance, and governance.
- d. Ensuring the strategic guidance of the Association, the effective monitoring of the Management Team, and the Board's accountability to the Association and its Members.
- e. Appointing the Chief Executive Officer.
- f. Establishing policies, advisory and planning, governance training, resource allocation, etc.
- g. Maintaining a register of Board Member interests and conflict of interests.

13.8 The Board will meet at such intervals as may be deemed necessary and will conduct business at other times by electronic means.

13.9 An elected Director's appointment shall cease immediately upon:

- a. the Director no longer being eligible for membership of the Sector from which they were elected; and
- b. such Director tendering their resignation to the Board; or
- c. if no such resignation is forthcoming, on the Board being notified by the Management Team that the Director is no longer eligible for membership and as such their directorship has been determined.

Candidate Profile Statements

Each candidate must provide a candidate profile statement and photo with their Nomination paper. These are collated by Apiculture NZ and will be sent to Apiculture NZ members to review when voting for their candidates.

Candidate Profile Statements

- Must be set out in the following format:

Section heading:	Word limit:
Name	None
Professional Qualifications	None
Sector	No word limit. Either Non-commercial beekeeper, Commercial beekeeper, or Market sector.
Candidate Statement	Maximum 150 words. Outlining skill, experience and suitability for the position
Previous relevant experience	Maximum 50 words
Declaration of Interests	None

- **Maximum word counts** where stated must be adhered to. They will be strictly enforced.
- **Must** be in a Word document in plain black and white text, but special formatting (bold, italics, quote marks) is permitted, however underlining is not permitted. Candidates may include an email address or website address, but these will each be counted as one word as part of the word limit.
- **Must** be a Word document, that has been spell checked and word counted, emailed to memberships@apinz.org.nz
- **Must** be confined to information concerning the candidate, and the candidate's policies and intentions if elected to Apiculture NZ (i.e. must not refer to any other candidate).
- **Must** include a recent black and white or colour photograph of the candidate **only**, i.e. a head and shoulders shot. Photos must be in an electronic format and scanned as a jpeg at a minimum of 300 dpi and emailed to memberships@apinz.org.nz

Review of Candidate Profiles

If Apiculture NZ is not satisfied that a candidate profile statement complies with the requirements as specified, Apiculture NZ will return the statement to the candidate and specify their concerns and the reasons therefore. The candidate will then need to submit an amended candidate profile statement to the Apiculture NZ by 5pm on Friday, May 13, 2022.

Apiculture NZ is not required to verify or investigate any information included in a candidate profile statement. Apiculture NZ will take no responsibility for the accuracy of the content, and a disclaimer concerning the accuracy of the information contained in the statements will be published in the profile statement booklet.

Code of Conduct and Campaigning Guidelines by Candidates in an Apiculture NZ Election

This document incorporates a code of conduct, policies and guidelines including election rules for candidates during Apiculture NZ elections.

Purpose of the Code of Conduct

1. One of the fundamental principles governing Apiculture NZ is that governance of Apiculture NZ is exercised by members of Apiculture NZ who have the right to participate in Apiculture NZ elections.
2. To give effect to this principle, the Management Team must do its best to ensure that elections are conducted in a fair and impartial way and that all Apiculture NZ members have the opportunity to exercise their voting right free from improper influences.
3. The purpose of this document is to set out some commonsense principles and standards to assist with maintaining the highest level of integrity in relation to the Board elections.
4. The objective of this Code of Conduct is to allow candidates to put their views to members of Apiculture NZ with a minimum of restriction while still:
 - a. Ensuring that campaigning by candidates for the Apiculture NZ Board is carried out in an honest and fair way
 - b. Protecting the interests of Apiculture NZ and its ability to achieve its purpose defined in the Constitution; and
 - c. This Code of Conduct is intended to encourage fair and truthful comment and debate.
5. If a candidate breaches the Code of Conduct, depending on the circumstances or the severity of the breach, the Returning Officer may take the following actions after consultation with the Chief Executive:
 - a. Issue the candidate with a verbal warning, or
 - b. Issue the candidate with a written warning, advising that any further breach will allow the Returning Officer to remove the candidate from the election, or
 - c. Remove the candidate from the election
6. The Returning Officer's decision in relation to breaches of the Code of Conduct is final.

Terms of the Code of Conduct

Candidate Responsibility

1. In meeting the above objective, the following represent minimum standards which must be adhered to by candidates during the period beginning from the time a candidate declares themselves publicly as a candidate or the candidate's nomination is sent to the Returning Officer, and ending on completion of the relevant election.
2. Candidates must provide Apiculture NZ members with truthful and fair campaigns and conduct themselves in a manner conducive to a civil, issue-orientated exchange with their fellow candidates.
3. Candidates must act in good faith in what they honestly believe to be in the best interests of Apiculture NZ.
4. Generally, candidates are expected to focus on:
 - 4.1 Issues affecting the ability of Apiculture NZ to carry out its stated purpose and objectives
 - 4.2 The expertise and attributes that they will bring to the position of Board member, rather than on the personalities of other candidates or existing Board members.
5. Each candidate must do all of the following:
 - 5.1 Be respectful of other candidates and not make any statements relating to other candidates that are defamatory
 - 5.2 Keep all of Apiculture NZ's confidential information confidential
 - 5.3 Promote compliance, and comply in all respects, with the Election Rules set out in the Apiculture NZ Constitution.
 - 5.4 Report to the Returning Officer any breaches known to them of the Election Rules or this document
 - 5.5 Refer all media enquiries about the election to the Returning Officer.

6. Candidates must not do any of the following:
- 6.1 Make any statements that undermine the integrity of the election process
 - 6.2 Make any media statement about the Returning Officer or the conduct of the election
 - 6.3 Carry out or participate in any action, or make any statement that might cause harm or loss to Apiculture NZ
 - 6.4 Carry out or participate in any action, or make any statement that might bring Apiculture NZ, or any Board member, employee or Apiculture NZ member into disrepute (including other candidates)
 - 6.5 Except as expressly permitted by Apiculture NZ, use any property or resources of Apiculture NZ for campaign purposes. This includes using images of premises, logos, brands, photos and other intellectual property
 - 6.6 Misrepresent or mislead Apiculture NZ members as to his/her qualifications, position or experience
 - 6.7 Misrepresent or mislead Apiculture NZ members as to the qualifications, position or experience of other candidates
 - 6.8 Offer or imply any inducement to any Apiculture NZ member in exchange for their vote.

Campaigning Policy

- Election campaigning can commence either when nominations close, or when a member declares themselves to be a candidate publicly.
- No election material can contain any untrue statement, or be defamatory of any candidate.
- No election material may contain an imitation voting paper, which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contain such direction or indication likely to influence the voter. However, campaign material showing just the individual candidate's name with a tick beside their name is permitted.
- Any acts committed by candidates that constitute criminal offences will be referred to the Police for their action.
- Except as expressly permitted by Apiculture NZ, candidates must not use the Apiculture NZ logo or branding material in any campaigning material.
- Candidates seeking election will be offered general support only. Apiculture NZ will publicise the election and candidates for election via the Apiculture NZ website, email, and other relevant channels.
- Candidates will not receive any financial support from Apiculture NZ to campaign. Candidates are responsible for their own campaigning costs.
- Staff may not support individual candidates and will be instructed not to undertake any work or to deploy Apiculture NZ resources in respect of any individual candidate. In the event staff are reported to support individual candidates, this will be reported to the Returning Officer.
- No candidate or staff member may assert any undue influence or pressure on any member during the act of voting.
- Apiculture NZ-sanctioned email lists must not be accessed by candidates or their supporters for use in the promotion of individual candidates.

