



Candidate Handbook 2024 Trustee Election



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Introduction

This booklet outlines information which may be of interest to you as a candidate in the 2024 TECT Community Trust election of Trustees. Further information is available at www.tect.org.nz

TECT Community Trust's Board is comprised of six elected Trustees. The term of office for a TECT Trustee is four years. The maximum period for which a Trustee may hold office is twelve years (equivalent of three terms).

An election will be held to fill three elected Trustee positions by online voting. It is scheduled to conclude at noon on Wednesday, October 30 2024.

The conduct of the election is regulated by the TECT Deed of Trust. A copy of the Deed of Trust is available at <https://www.tect.org.nz/trust-reports-and-documents/>

2024 KEY DATES

Nominations open	Wednesday 7 August 2024
Candidate Information Meeting	6pm, Monday, 19 August 2024
Nominations close	12 noon Wednesday 4 September 2024
Delivery of voting paper	Commences Wednesday 2 October 2024
Online Voting Period	Saturday 5 October to Wednesday 30 October 2024
Election day	Voting closes 12 noon Wednesday 30 October 2024
Announcement of Election Result	Approx. 2pm Wednesday 30 October 2024

Contact Details

For election related queries:

Warwick Lampp, Independent Returning Officer

PO Box 3138, Christchurch

P: 0800 666 937

E: iro@electionz.com

W: www.electionz.com

For trust related queries:

Wayne Werder, Chief Executive

DX Box HP40007, Tauranga South, Tauranga, 3112

P: 07 578 5094

E: info@tect.org.nz

W: www.tect.org.nz

TECT Community Trust

Background

TECT is a community trust; people are at the heart of everything we do. We invest in communities to create a thriving, caring and connected Western Bay of Plenty for all.

The origins of TECT hail from the government's electricity reforms of the 1990s. A restructure of the Trust was completed on 23 February 2022, marking the end of a long process to ensure that TECT continues to bring long-lasting benefits to the Tauranga and Western Bay communities, while future-proofing the rebate for eligible beneficiaries. As part of this change, a new long-term community trust was established, focusing on grants for local community projects. This new Trust has been operational since 1 April 2022.

TECT Community Trust's focus is on investing wisely and granting effectively to support transformational, intergenerational change in our region. Funds are distributed through our grant-making, which brings to life grassroots organisations and large-scale, multi-million-dollar projects alike.

We take the time to understand our unique community needs and collaborate with other funders to achieve greater impact for our region.

The TECT asset base is one of the largest in the country. Approximately 55% of TECT's assets are held in a diversified portfolio that includes a range of national and international investments. The remainder is made up of a 26.8% shareholding in Manawa Energy. Since its establishment in 1993, TECT has distributed over \$190 million in grants to our community.

Purpose, vision and mission

Our Purpose | Ko te whāinga

To make a significant impact on shaping the quality of life and wellbeing of current and future generations in the Western Bay of Plenty. We are part of the fabric of this region and are ambitious for the future of our community.

Our Vision | Ko te whakatitenga

A thriving, caring and connected community here in the Western Bay of Plenty.

Our Mission | Ko te uaratanga

Responsibly manage our investments and effectively distribute funds for the long-term benefit of the community we serve.



Our way of working

At TECT, we strive to make a difference for Tauranga and Western Bay of Plenty communities, positively impacting the lives of current residents and future generations.

Our funding approach is inclusive of all communities, and we prioritise support for those experiencing the highest need as well as enabling future transformational projects which benefit everyone in our community.

By protecting and growing our capital base, building strong partnerships, and investing well into community initiatives, TECT's impact can be transformational.

This is TECT

Impact Focused

We aim to be embedded in our community and to meaningfully contribute to community wellbeing and quality of life. Our fund enables us to invest in ways that seek to achieve deep, measurable impact, addressing key challenges and benefiting our region's people intergenerationally.

Collaborative

We have unique flexibility to use our resources collaboratively alongside other funders and believe it is important to work with people who have strong community connections and understanding. Together we work to bring about sustainable and equitable change in our region.

Balanced Approach

We will balance our funding approach between responsive and strategic investment. Responsive funding ensures we listen and stay open to community needs and ambitions. Strategic funding approaches give us the tools we need to address systemic issues in our region.

Enabling

We believe in empowering communities to lead change. Our aim is to help strengthen local organisations so they can create long-term social change that enables our region's communities to thrive. Across all of our funds we aim to be approachable, accessible and enabling of community aspirations.

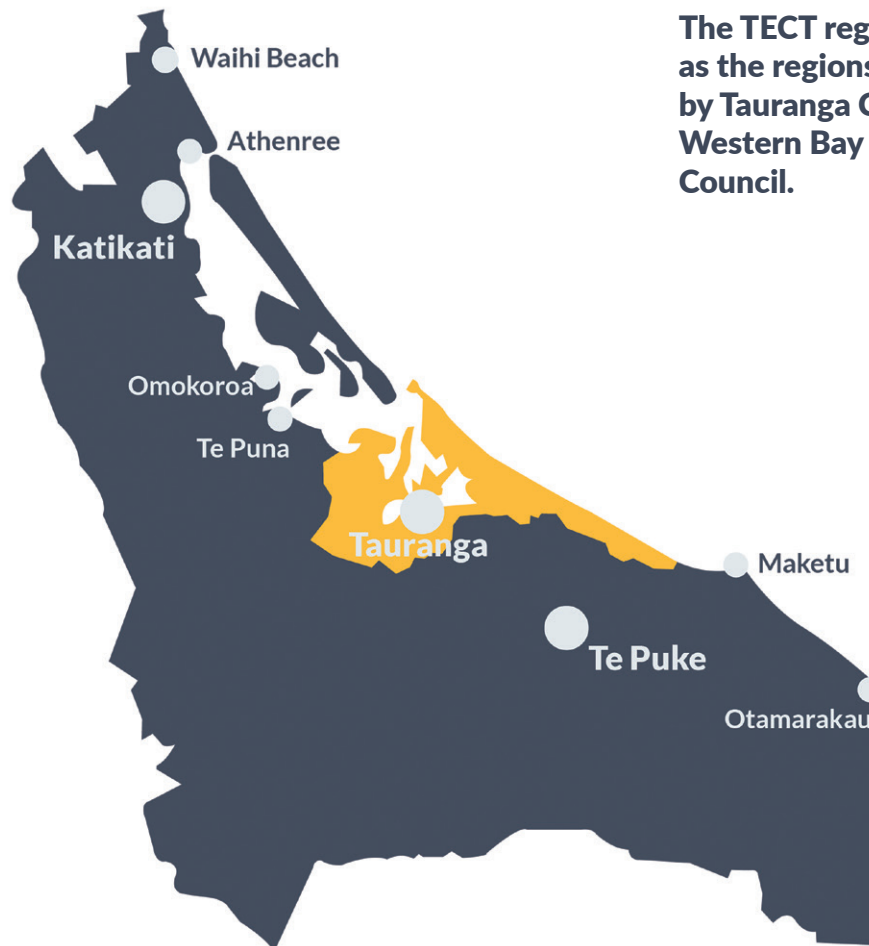
Agile

We recognise the value of being nimble and flexible – meaning that we can respond quickly to opportunities that may arise, and can adapt as the needs of our partners and communities change. Being evidence-informed ensures we adapt to our community's changing needs.

Commitment to Māori

We recognise the importance of building meaningful relationships with tangata whenua and enabling the aspirations of Māori in our region. As a Trust, we are committed to developing our understanding of Te Tiriti o Waitangi and its implications for our work.

TECT Community Trust District Boundaries



The TECT region is the same as the regions administered by Tauranga City Council and Western Bay of Plenty District Council.

Candidate Information Session

If you would like to find out more about TECT Community Trust and what is involved in being a trustee, you are invited to attend the candidate information session to meet with TECT Chief Executive, Wayne Werder, and the Independent Returning Officer, Warwick Lamp.

When: 6pm, Monday, 19 August 2024

Where: The Collective, 145 17th Avenue, Tauranga 3112

RSVP: Email info@tect.org.nz or phone 07 578 5094 by 14 August 2024

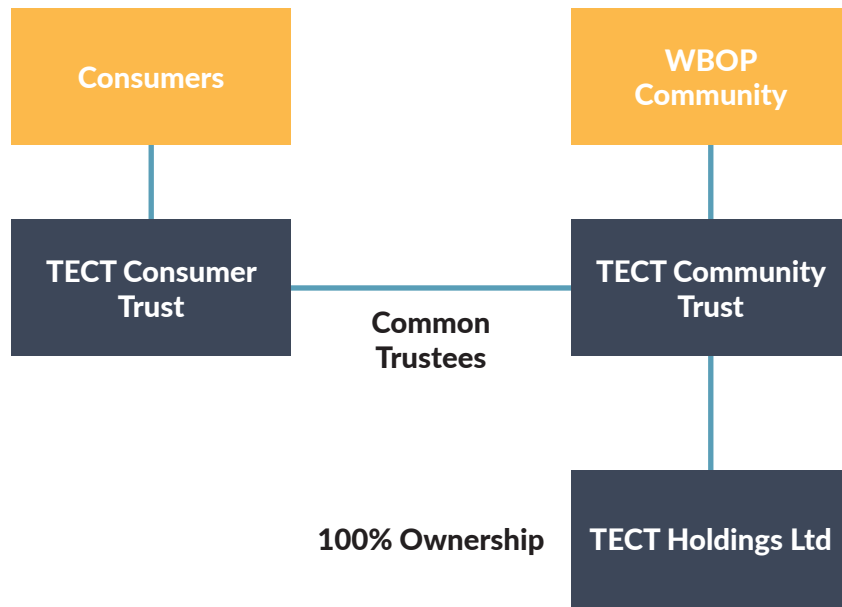
We advise candidates to familiarise themselves with the provisions of the Trust Deed, which can be found at: <https://www.tect.org.nz/trust-reports-and-documents/>

Candidates are also encouraged to familiarise themselves with TECT Community Trust and its activities through our website: www.tect.org.nz

Entity Structure

There are three entities linked to TECT:

- TECT Community Trust (TCommT)
- TECT Holdings Limited (THL), together the 'TECT Community Trust Group'
- TECT Consumer Trust (Consumer Trust)



Trustees of the TECT Community Trust Board are automatically appointed to the TECT Consumer Trust Board and as Directors of TECT Holdings Board.

While each of the Boards has specific responsibilities to the individual entities they govern, there must also be strong strategic alignment across TECT to ensure the success of the group as a whole. Each of the TECT Boards has a shared role and accountability for the delivery of strategic and operational outcomes.

To enable this, TECT operates as a group to the greatest extent possible without derogating from Trustees'/Directors' fiduciary/legal obligations and governance duties to individual entities.

In practice the TECT Holdings Board effectively delegates operational responsibility to TECT Community Trust/Chief Executive, but Board members remain accountable to their respective entities. The following summarises the arrangements:

- All staff are employed by TECT Community Trust.
- The CE of TECT Community Trust is accountable to each of the Boards.
- The Chair of each Board is same person.
- The TECT Consumer Trust and the TECT Community Trust have a management agreement that agrees for TECT Community Trust to provide administrative services to the TECT Consumer Trust.

Investments

One of the most significant duties of the Trustees is to ensure the protection and growth of the Trust's capital base, so our funds are available in perpetuity for the benefit of current and future generations.

Since its inception in December 1993, the Trust Group has grown its asset base significantly from the initial capital of \$40M.

The Trust's funds are invested in accordance with an investment strategy (Statement of Investment Policies and Objectives), which is reviewed annually by the Trustees, with guidance from professional investment advisors, and an Investment Committee that includes one external appointed member. The diversified investment portfolio, including the performance of Manawa Energy, is monitored and reviewed regularly.

Diversified portfolio

The majority of the Trust's investments are diversified across a range of national and international investments in the following asset classes:

- Global Equities
- Australasian Equities
- Private Infrastructure (Global)
- Private Property (Australasian)
- Listed Property (Global)
- Private Equity
- Impact Investments
- NZ Cash

Manawa Energy

The Trust has a 26.8% share in Manawa Energy, comprising approximately 45% of our assets. Manawa Energy is a publicly owned company and is governed by an independent board of directors.

It is New Zealand's largest independent electricity generator and renewables developer, representing about five per cent of the country's existing generation capacity.

The Trust is paid an annual dividend by Manawa Energy, which assists us in providing grants to the community.

Impact investing

Through impact investing, the Trust aims to generate a measurable community benefit to the Western Bay region, alongside some financial return. Up to 10% of our diversified portfolio investments have the specific intention of generating positive social and environmental impact.

Grant Distributions

The effective governance of the Trust's grants distributions is central to the organisation's purpose as defined in the Trust Deed. The Trustees therefore must agree on the Strategy, and a Grants Policy, ensuring it adheres to charities law and represents relevant community need.

Our strategy and funding framework guides our decision making and actions, and focuses on supporting our region through our five strategic focus areas. These focus areas are housing, priority communities, the natural environment, as well as the built environment, and community wellbeing and vibrancy.

Housing	We believe everyone in our region should have access to warm, healthy, affordable and culturally appropriate housing.
Priority Communities	We will provide support to the communities in our region experiencing highest needs. Our focus is on achieving outcomes for Māori, diverse ethnic communities, children and young people, and older people experiencing disadvantage.
Natural Environment	We will invest in the protection and regeneration of our region's natural environment and biodiversity, and support initiatives that address the implications of climate change.
Built Environment	We will invest in local and regional amenities and facilities that support community connectedness, increase access to opportunities to participate in community activities and enhance the wellbeing and vibrancy of our communities.
Community Wellbeing and Vibrancy	We want Tauranga and the Western Bay of Plenty to be vibrant places where people, families and communities thrive.

One of the most important decisions for Trustees is to decide how much to distribute through the grants programme each year based on our investment performance and in accordance with our Grants Policy. Trustees are obligated to publish a proposed Annual Distribution Plan for community feedback. After considering community feedback, the final amount available for distribution is confirmed. This financial year, our grants budget is \$16.4 million.

The decision on who receives the funding is determined by Trustees on a monthly basis at the Trustee board meeting.

We currently have five different funds in our grants programme.

Community Facilities	To support community facilities that provide significant benefit to the community.
Community Development	To support community organisations and projects that have a positive impact on the community.
Community Events	To assist the delivery of community events that will deliver social and economic benefits to the community.
Catalyst for Change	A proactive funding approach where priorities are identified through research and consultation.
Facilities of Regional Significance	This fund targets the significant regional projects that will deliver intergenerational benefit and have a wide impact.

We take pride in our relational approach to grant-making. It facilitates wider conversations at a regional and national level, to ensure we become more informed about the needs of the community. It enables us to understand complex issues and take a strategic approach to our grant-making, ensuring the best use of community funds.

Governance responsibilities, duties of a Trustee, and remuneration

Governance

The trustees are responsible for governing TECT Community Trust and primarily derive their authority from the Trust Deed. Trustees will be required to develop and agree to a set of governance policies which provide the framework for how the Trustees will operate. Trustees must also comply with the anti-money laundering requirements for our investment portfolio. The board is accountable to the Tauranga and Western Bay community as defined in the Trust Deed.

The role of the board is governance rather than management, which is the responsibility of the Chief Executive and employees. Governance focuses on the Trust's wider issues of purpose, including the setting and monitoring of strategic direction, and the establishment and monitoring of board-level policies. Two key documents the board signs off are the Statement of Investment Policy and Objectives, and the Grants Policy.

The board works in close partnership with the Chief Executive to ensure that its objectives and goals are achieved. Trustees are legally responsible for ensuring that TECT Community Trust operates to standards set by the Trust Deed and relevant legislation.

The role of a Trustee

The key roles and responsibilities of the board are as follows:

- Complying with the Trust Deed and legislative requirements.
- Setting and monitoring strategic goals, objectives, and policies for the Trust.
- Ensuring there is a community perspective to Trust decision-making.
- Ensuring there is a thorough and principled decision-making process.
- Ensuring that the Trust's assets are protected and enhanced through prudent management (including appointing the Trust's Investment Advisor and Investment Committee).
- Endeavouring to derive maximum return on investments within the agreed level of risk through a sound investment strategy.
- Approving and monitoring operating and capital expenditure budgets.
- Approving expenditure outside approved budgets.

- Approving grants in accordance with the Grants Distribution Policy and the annual grants budget.
- Appointing and supporting the Chief Executive and being a good employer to all staff.
- Assisting with protecting and enhancing the public image of the Trust.
- Regularly evaluating its own performance and maintaining a matrix of desired skills that it continually works to improve. This directs actions the board takes to upskill and plan for its future (including succession planning).

Desired skillset and attributes of a Trustee

It is beneficial for a Trustee to possess the following skills and attributes:

- The ability to think strategically and to the future (to see the bigger picture).
- An understanding of financial accounts, budgets and investments.
- An understanding of, and passion for, the Tauranga and Western Bay of Plenty region.
- Strong communication skills, including the ability to listen effectively and contribute ideas articulately.
- An awareness of:
 - The changing trends in philanthropy
 - The role of governance
 - The fiduciary responsibility of a trustee
- The time and time-management skills to commit to the role, in particular preparation for and attendance at TECT's monthly Board meeting.
- Strong collaboration and relationship skills and the ability to work as part of a small team.
- A positive, solution-focused attitude.
- The commitment to act with honesty and integrity.

Trustee liability

The Trust will provide trustee liability insurance for trustees.

Time commitment

It is estimated that Trustees will be required to devote the equivalent of a minimum of two full days per month. Trustees are expected to prepare for, attend, and actively participate in every Trust board meeting or governance workshop.

Outlined below is further information about trustee obligations:

- The board usually has approximately 10-12 meetings per year as well as an annual strategy workshop.
- These meetings and workshops are often a half day and typically have a heavy focus on investment, financial and strategic issues. Policy development, grant matters and other topics that arise from time to time are also often discussed.
- Preparation for meetings, workshops or investment strategy reviews can take up to a normal working day, depending on the amount of information to read, consider, analyse and understand.
- An annual strategy workshop that mostly focuses on strategy, planning and professional development is held over a period of late January / early February every year, which trustees are expected to attend.
- Each year the Trust reports to the community at its Annual General Meeting about its performance during the previous financial year. This is an important part of the Trust's accountability to the community.
- Additionally, trustees may also be requested to represent TECT at key stakeholder meetings, attend functions or work alongside employees at events.
- Trustees are also expected to use any specific skills, knowledge or experience they possess to help the board reach sound decisions.

Trustee schedule of meeting dates 2024/2025

A trustee induction programme will occur in December 2024 and January 2025, dependent on the number of new elected trustees.

Currently Trustee meetings are scheduled for the fourth Thursday of each month.

Access to information

The Trust uses Stellar Library as the governance information system. Trustees are expected to bring their own device and be familiar and competent in using technology in order to maximise their contribution to the governance of the Trust.

Trustee remuneration and benefits

Trustees' remuneration is approved at the Annual General Meeting. Currently, Trustees receive a fee of \$26,400 per annum.

The Chair receives \$52,800, and Deputy Chair \$31,680.

The Trust encourages appropriate professional development and opportunities for this will be discussed and agreed upon as part of the annual board evaluation process.



Candidate Eligibility

The Trust Deed outlines the eligibility requirements as follows:

DEED OF TRUST, SCHEDULE 3: APPOINTMENT, RETIREMENT AND PROCEEDINGS OF THE TRUSTEES

2 Eligibility

2.1 Subject to clause 2.2 of this Schedule 3, the following persons shall not be eligible to hold office as a Trustee:

- (a) an undischarged bankrupt;
- (b) a person who has been convicted of any offence punishable by a term of imprisonment of two or more years unless that person has obtained a pardon or has served the sentence or otherwise suffered the sentence imposed upon that person;
- (c) a person who has been sentenced to imprisonment for any offence unless that person has obtained a pardon or has served the sentence;
- (d) a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, a company pursuant to the Companies Act 1993;
- (e) a person who lacks capacity to perform the functions of a trustee;
- (f) a person who does not otherwise qualify to be an officer of a charitable entity under section 16 of the Charities Act 2005;

- (g) a person who is not entered on the Parliamentary election rolls with an address in the District;
- (h) the Chief Executive and any employees of or contractors to the Trust and any other office holder thereof;
- (i) a person who is, or becomes, a member of Parliament in New Zealand;
- (j) a person who is, or becomes, a councillor or other elected official of, or any appointed commissioner or other similar appointed officer to, any local or regional authority whose territory includes any part of the District, or any elected or appointed director, trustee or similar officer of any council controlled organisation thereof;
- (k) a person who is, or becomes, a member (whether elected or appointed) of a Community Board (as that term is defined in the Local Government Act 2002) whose territory includes any part of the District; and
- (l) a person who has previously served in aggregate three terms (including part terms) as a Trustee (whether as an Elected Trustee or an Appointed Trustee), whether or not such terms were served consecutively.

2.2 A person shall not be disqualified from appointment and may continue to hold that office:

- (a) in any case to which clause 2.1(b) of this Schedule 3 applies, until the expiration of the time for appealing against the conviction and, in the event of an appeal against conviction, until the appeal has been determined;
- (b) in any case to which clause 2.1(c) of this Schedule 3 applies, until the expiration of the time for appealing against the sentence of imprisonment and, in the event of an appeal, until the appeal has been determined; and
- (c) in any case to which clause 2.1(g) of this Schedule 3 applies, if the Trustee to which the clause applies is an Appointed Trustee who ceases to be entered on the Parliamentary electoral rolls with an address in the District.

Nominations

Nominations

Nominations for the three vacancies will open Wednesday, 7 August, and close 12 noon Wednesday, 4 September 2024.

Nomination forms will be available from:

- electionz.com, toll free on 0800 666 937 or by email to nominations@electionz.com
- TECT Office, The Collective, 145 17th Avenue, Tauranga, New Zealand
- www.tect.org.nz

Each nomination:

- Must be made on the appropriate official nomination form.
- Should be accompanied by a candidate profile statement (maximum of 150 words excluding the candidate's name), and a recent electronic photo (no less than 12-months-old).
- Should include full contact details and an email address on the nomination form. Email is the Independent Returning Officer's preferred form of contact with candidates.
- Must have the signed consent of the candidate and be nominated by two (2) electors whose name appears on the Electoral Roll in the TECT district. A candidate cannot nominate themselves. If a candidate is unable to sign the nomination form, a letter of consent signed by the candidate is acceptable to be attached to the nomination form.

If a candidate has been commonly known in the community by a slightly different name (e.g. James Brown is commonly known as Jim Brown) for at least the last six months, the commonly known name may be listed on the voting site and candidate statement document.

Completed nomination forms should be emailed directly to the Independent Returning Officer at nominations@electionz.com.

If a candidate is unable to email their nomination documents to the Independent Returning Officer they can be delivered to the TECT Office, The Collective, 145 17th Avenue, Tauranga and the TECT staff will arrange that delivery.

Once lodged, nomination forms are checked to ensure the candidate is eligible (meets criteria outlined in the Schedule 3, Part 2, Eligibility), and the nominator and seconder are an elector whose name appears on the Electoral Roll in the TECT district. Final acceptance of the nomination will be made by the Returning Officer by email to each candidate.

The lodgement of nomination forms should not be left to the last minute. Should a nomination form be lodged late on the day when nominations close, and be incorrectly completed, or an ineligible nominator is provided, there may be insufficient time to correct the situation and the nomination could be invalidated.

Procedures after the close of nominations

- The Returning Officer will advise each candidate of the final nominations by email, along with any additional information about the conduct of any election, if required.
- A list of all candidates will be publicly notified.
- Should an election be required, the Independent Returning Officer will collate the candidate profile statements and photos into a candidate statement document which will be available from the TECT website as soon as possible after the close of nominations and up to the close of voting and from the voting site throughout the voting period.

Eligible voters

Those eligible to vote in the election will be either resident and/or ratepayer electors within the Tauranga City Council or Western Bay of Plenty District Council areas as at midday Friday 4 September 2024.

Candidate Profiles and Campaigning

Candidate profiles

Candidates are invited to submit a profile/vision for TECT and photograph (headshot). The profiles will be available from the voting site and from the TECT website as soon as possible after the close of nominations and up to the close of voting.

Profiles are not to exceed 150 words and must be lodged by the closing date for nominations of 12 noon on Wednesday 4 September 2024.

The profile should be provided electronically as a word document, and the photo as a JPEG. They can be emailed to the Independent Returning Officer at iro@electionz.com.

The profile statement must be confined to information concerning the candidate and the candidate's expertise, attributes, policies and intentions that they will bring to TECT Community Trust if elected.

The Independent Returning Officer shall have the right to approve profiles and, after negotiating any changes, their decision on the content shall be final.

Campaigning guidelines

- Election campaigning can commence at the opening of nominations (Wednesday 7 August 2024) or when a candidate declares their intention to stand but must cease by the close of voting (12 noon, Wednesday 30 October 2024).
- No election material may contain an imitation voting document 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 contains such direction or indication likely to influence the voter.
- All queries regarding election signs must be made to the local authority within which the signs are to be placed, i.e., Tauranga City Council, or Western Bay of Plenty District Council. Each council has their own specific rules regarding placement and size of election hoardings and signs. All signs must be removed by 12 noon Wednesday 30 October 2024.
- The use of TECT Community Trust's logo and other resources is NOT permitted in election campaigning or any form of election campaign advertising or promotion of a candidate, such as flyers, newspapers, publications etc.
- TECT Community Trust will not pay for or reimburse candidates for any campaign expenditure.
- No election material can contain any untrue statement defamatory of any candidate and calculated to influence the vote of any elector.

Letters listing instructions for online voting will be mailed to eligible voters from Wednesday, 2 October 2024. The election result will be announced at 4.00pm on Wednesday 30 October 2024. Successful candidates will take office following the Annual General Meeting on Tuesday 5 November 2024.

Social media policy for candidates

Candidates must comply with the following guidelines for social media use and presence related to campaigning:

- TECT's social media channels, including but not limited to Facebook, Instagram, and LinkedIn, are not permitted to be used by anyone (candidates or members of the public) for electioneering or campaigning.
- TECT's social media channels are constantly monitored, and any campaign related or electioneering content will be removed immediately.
- Any post - positive or negative - made by any individual specifically relating to their own - or someone else's - nomination, intention to run for TECT, or election campaign, will be removed immediately.
- Candidates cannot comment on TECT's social media posts encouraging people to like or follow their own social media accounts or any other electioneering tool. Any posts that do this will be removed immediately.
- TECT's social media pages/channels will not like or follow any candidate pages/channels.
- Candidates must not link their own social media pages and social media channels (if they are used for campaigning purposes) to the TECT's social media channels.
- Candidates cannot rate, review, check in or tag TECT's social media channels. Any occurrence of this will be reported to Facebook immediately.
- TECT's social media channels/pages will remain neutral.
- TECT's social media channels/pages will promote elections and the importance of voting but will not associate these posts with any candidates.

For the sake of clarity, TECT's social media channels are:

- www.tect.org.nz
- <https://www.facebook.com/TECTNZ>
- www.instagram.com/tectnz
- www.linkedin.com/companies/tectnz
- www.youtube.com/@TECTCommunityTrust

Election Process

The election is being carried out under the full authority and discretion of the Independent Returning Officer under the terms and conditions of the TECT Community Trust Deed:

- There are approximately 148,000 qualifying electors within the Trust's region.
 - Processing and printing of the voting letters will be carried out by the Independent Returning Officer.
 - The Independent Returning Officer is responsible for the preparation of the Electoral Roll.
 - Letters listing instructions for online voting will be posted to all eligible electors from Wednesday 2 October 2024.
 - The letters will list the URL of the voting site and the unique PIN and Password each elector will need to be able to log into the voting site.
 - The voting site will randomise the candidate names and display them in a different order for each elector when they log into the site.
- Special voting facilities will be available during the voting period from the TECT Office, The Kollektive, 145 17th Avenue, Tauranga. New electors or existing electors requiring replacement voting credential letters can access them from the TECT office during normal office hours from Wednesday 2 October to 12 noon on Wednesday 30 October 2024.
 - Voting closes at 12 noon Wednesday 30 October 2024.
 - The election result is expected to be released to candidates from 2pm, Wednesday 30 October 2024. The Independent Returning Officer, or their delegate will use the contact details provided on the nomination forms for that purpose.
 - The Independent Returning Officer, or their delegate, will advise all candidates of the election result by email or phone prior to advising the local media.
 - The decisions of the Independent Returning Officer are final.



Code of Conduct for Candidates

Purpose of this Code

- A. Clause 11.2 (b) of TECT's Trust Deed provides that rules may be established from time to time in relation to the conduct of incumbent trustees and election candidates ("Participants") in a TECT trustee election ("Trustee election").
- B. TECT's Independent Returning Officer is empowered to ensure that each trustee election is conducted in a fair and impartial way and that electors have the opportunity to exercise their voting right free from improper influences.
- C. The purpose of this Code is to set out some common-sense principles and standards to assist participants in maintaining the highest level of integrity in relation to a TECT election.
- D. The objective of this Code is to allow participants to vigorously put their views to electors with a minimum of restriction while still ensuring that campaigning by participants for a trustee election is carried out in an honest and fair way.
- E. This Code is not intended to discourage fair and truthful comment and debate.

Terms of this Code

- 1. Independent Returning Officer
 - 1.1 TECT will appoint an Independent Returning Officer for the Trustee election. The IRO is contracted by TECT and is responsible to the Chief Executive but shall not take direction from any Trustees on matters relating to a Trust election other than as set out in this Code.
 - 1.2 The IRO is empowered with complete and final control over how a Trustee election is carried out. The IRO is responsible for all staff, systems, resources, policies, procedures and actions to ensure that the election process is carried out democratically and with the utmost integrity, secrecy, security and fairness for all Participants.
 - 1.3 The IRO has the power to consider and enforce breaches of the Trust Deed and this Code, including monitoring statements made publicly by Participants, requiring Participants having made such statements to retract or correct such statements, to publicly correct such incorrect statements itself if appropriate, with the ultimate power to disqualify an election candidate from the election process or to take any other action that it sees fit in its sole discretion in order to meet the purpose and objectives of the Trust Deed and this Code.
 - 1.4 Any queries in relation to the Trust Deed or this Code, or the conduct of Participants, in relation to the conduct of a Trustee election must be directed in writing to the IRO. The IRO's decision regarding any such matter shall be final and binding on the Participants in question.
- 2. Obligations of Candidates
 - 2.1 In meeting the above objectives, the following represent minimum standards which must be adhered to by Participants during the period beginning from the start of the formal election process, the time a candidate's nomination is sent to the IRO or when a person publicly portrays him or herself as being a candidate (whichever is the earlier), and ending upon the final declaration by the IRO of the election result.
 - 2.2 Generally, Participants must engage Electors with truthful and fair campaigns and must conduct themselves in a manner conducive to a civil, issue-orientated exchange with their fellow Participants.
 - 2.3 Participants must act in good faith and in what they honestly believe to be in the best interests of TECT's Electors.
 - 2.4 Generally, Participants are expected to focus on:
 - 2.4.1 Issues affecting the ability of TECT to carry out its stated purpose and objectives; and
 - 2.4.2 The expertise and attributes that they will bring to the office of Trustee rather than focusing on the personalities or policies of other Participants.

- 2.5 Each election candidate must provide a written profile in accordance with written instructions provided to candidates by the IRO, the contents of which must be true and not misleading to Electors.
- 2.6 Each Participant **must do all** of the following:
- 2.6.1 Be respectful of other Participants and must not make any statements relating to such persons that are defamatory, or make statements that are untrue, incorrect or misleading to Electors;
 - 2.6.2 Keep all of TECT's confidential information confidential;
 - 2.6.3 Promote compliance, and comply in all respects, with the Trust Deed, this Code and any written instructions issued to Participants by the IRO from time to time (together the "Election Rules");
 - 2.6.4 Report to the IRO any breaches known to them of the Election Rules by any other Participant;
 - 2.6.5 Refer all media enquiries about a Trustee election to the IRO;
 - 2.6.6 Ensure that their election hoardings and/or campaign material where used in a Trustee election meet all relevant district plan signage rules, Council bylaws and policies and other applicable regulations. Candidates should regularly (daily if possible) monitor all of their election signage with the view to reinstating any vandalised or storm damaged signage;
 - 2.6.7 Ensure that no election material contains an imitation voting document which has the names of the candidates with any direction or indication as to the candidate an Elector should vote for, or in any way contain any similar direction or indication likely to influence the voter; and
 - 2.6.8 Ensure that voting documents are not collected directly or indirectly from Electors by Participants or their assistants. Votes must be personally cast by Electors (or in cases of disability, by their agents) in accordance with the instructions in their voting letter.
- 2.7 Participants **must not do any** of the following:
- 2.7.1 Make any public statements that undermine the integrity of the Trustee election process;
 - 2.7.2 Make any public statements about the IRO or the conduct of a Trustee election;
 - 2.7.3 Carry out or participate in any action or make any statement that might cause harm or loss to TECT;
 - 2.7.4 Except as expressly permitted by the IRO, use any property or resources of TECT for campaign purposes. This includes using images of premises, logos, brands and other intellectual property of TECT;
 - 2.7.5 Misrepresent or mislead Electors as to his/her qualifications, position or experience;
 - 2.7.6 Misrepresent or mislead Electors as to the qualifications, position or experience of other Participants; and
 - 2.7.7 Offer or imply any inducement to any Elector in exchange for that Electors vote.

Checklist

Please ensure you have completed all sections required.

- Read the rules regarding Trustee eligibility to stand as a TECT Community Trust Trustee on the reverse of the nomination form.
- Completed the Nomination Form:
 - Provided a candidate profile in Word document (not to exceed 150 words).
 - Provided a recent electronic photograph in JPEG format.
 - Signed the Nomination Form.

Completed nominations must be in the hands of the Independent Returning Officer no later than 12 noon Wednesday 4 September 2024.