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| **Post-nominals** |  |
| **Individual Membership** | M.EDNZ |
| **Fellow Membership** | F.EDNZ |
| **Procedures for Board elections** |  |
|  | Notices calling for Board nominations shall be provided electronically to each financial Member whose name appears at the time on the Membership directory at least forty days before the date fixed for the Annual General Meeting.  Any nomination made shall be required to be signed by a proposer who shall be a financial member.  Neither the proposer nor the person proposed for office may be un-financial at the time of closing of nominations if the proposal is to be valid.  All elections will conform to clause 5 of the Constitution  All nominations shall be emailed to the Chief Executive Officer, at such address as shall be specified on the notice calling for nominations by 5 pm on a day at least thirty days before the date fixed for the Annual General Meeting.  Any Nominations received after that date shall be declared invalid and shall not be included in the ballot.  In the event that no valid nominations are received fresh nominations for the vacant office(s) shall be called as soon as possible and the Member(s) holding those office(s) at the time of calling the election shall remain in office until replaced by subsequent nominees and after any necessary elections are complete.  After any closing time and date specified for the receipt of nominations the Chief Executive shall declare any nominees that are unopposed to take office after the Annual General Meeting in that year.  Where elections are necessary, the Chief Executive shall prepare an electronic voting system which includes a statement not exceeding 500 words prepared by each candidate.  The ballot will be open at least twenty days before the date fixed for the AGM.  The ballot will close fourteen days after the date on which it opened.  The Chief Executive shall as soon as possible after the time specified for closing of the ballot report the results of the election in writing to the Chair so as to enable them to be announced at the Annual General Meeting.  Any vacancy not filled at any election shall be deemed a casual vacancy. The Board may fill any casual vacancy. |
| **Makeup and term of Board** | In 2018 the members have voted to endorse the following Board makeup and term:   1. EDNZ Board to be made up of nine members 2. All Board members to be elected in accord with number of positions available within the following categories: 3. Five positions will be held by senior leaders of RDA/EDA’s 4. Four positions will be held by anyone meeting the following criteria: 5. An individual member of EDNZ 6. A member of EDNZ that is an organisation but none EDA 7. A member of EDNZ that is a Research Partner 8. A member that is a registered charity 9. Each Board will serve a three-year term. 10. Board members are at liberty to serve a maximum of two terms. 11. The Board will **elect the Chair, the Deputy Chair** will be chosen by the Chair from amongst those **elected** to the Board. 12. Elections will be staggered and therefore held annually |
| **Committees** | The Board may appoint Committees for any purpose in accordance with rule 8.0 of the Constitution.  The Convenor of any Committee shall be either  a) a member of the Board appointed by the Chair,  b) a financial member of EDNZ that is appointed by the Board  c) a recognised expert in his/her field appointed by the Board  Any Committee may co-opt any member or any person whom the Committee considers may be of assistance to it, provided the Convenor advises the Board immediately of the names of those who have been so co-opted and the period for which it is intended they are to serve on the Committee  **Operational issues for Committees**  A record in the form of simple minutes, shall be kept of all Committee meetings.  Such minutes, as a minimum, are to (a) record the date of the meeting, (b) the names of those present, (c) topics discussed and (d) any conclusion reached. The minutes of all Committees shall be lodged with Chief Executive Officer of EDNZ on a regular basis  Convenors shall prepare a written report for each Board meeting agenda. This report, according to circumstances, may be quite brief, but shall contain, as a minimum, the number of meetings held and a list of the topics discussed.  Where no meetings have been held the Board shall be so advised. If more convenient, copies of the minutes of Committee meetings may be submitted to the Board in place of the report.  A copy of the minutes, shall be supplied to the Chair as ex-officio member of all Committees  The terms of reference for all Committees shall be defined each year by the Board in consultation with Convenors, provided that the Board may amend these during the course of the year and provided also that the Convenor may seek the consent of the Board to amendments as they consider circumstances may require.  Convenors of all Committees shall present an Annual Report of the year's work of Committees for incorporation in the Annual Chair’s Annual Report of the Institute |
| **Annual Awards** | **Awards Consideration Process**  The procedures for the consideration of awards shall be as follows:   1. The Board shall at its first meeting following a Board election, appoint an Awards Committee to consider the merits of nominations for awards and to make decisions on awards.   ii) Award nominations may be drawn to the attention of the Awards Committee in any of the following ways:  a. The committee may conduct an independent survey b. Any member of the Society may commend an applicant to the Awards Committee at any time  c. Any member of the Institute may submit evidence of his/her own suitability as an applicant at any time  The Awards Committee shall make a decision on the awards nomination having regard to the relevant criteria applying to each class of award.  iv) The Awards committee shall have the discretion to apply the most appropriate award category, notwithstanding the category under which the nomination is made.  v) Those submitting nominations for awards shall be advised of the Awards Committee’s decision.  vi) Awards are to be presented at the annual conference  vii) A Record of Award recipients are to be kept at all times on the EDNZ website. |
| **EDNZ Advisory Committee** | An EDNZ Advisory Committee (EAC) shall be established by the Board  The membership of EAC will consist, as a minimum, of  the CEO’s of all RDA’s not represented on the Board  The Chair of EAC will be nominated and elected by the members of EAC on an annual basis.  The Chair of EAC will be the official point of contact between the EAC and the Chair/CEO of EDNZ.  All EAC activities will align with the EDNZ Strategic Plan and Constitution.  EAC will be expected to contribute to the following activities and to advise the Board in the following areas:    \* Strategic Plan Objectives   * Policy and submissions programme * Potential additions/revisions to the Strategic Plan * Potential issues through reports * Report /communicate to the Board at least twice annually * Actively advise of local issues   EAC will be supported by the CEO.  Membership of EAC may be added to between elections if the Board considers it appropriate, following a referendum of Full Members |