

Nominations must be in the hands of the Deputy Electoral Officer/Official before 12 noon 23 December 2019

INTRODUCTION

This by-election covers the extraordinary vacancy for one Methven Community Board member. The extraordinary vacancy has arisen from insufficient nominations received during the 2019 triennial elections to fill all vacancies on this community board.

A full candidate handbook was produced for the recently concluded 2019 local body elections. A base description of the role of a member, the remuneration levels, meeting frequency etc are available from the handbook, along with general information about candidate eligibility, campaigning requirements, election offences etc. A copy of that handbook is available from the council office or by requesting a copy from the election helpline on 0800 666 942 It can also be viewed online at: www.ashburtondc.govt.nz

ELECTORAL OFFICER DETAILS

The Electoral Officer for this by-election is Anthony Morton. Anthony is based in Christchurch and works for election management company electionz.com Ltd. The Electoral Officer can be contacted by: Phone 0800 666 942 or email iro@electionz.com.

The Deputy Electoral Officer for this by-election is Phillipa Clark. Phillipa is the Governance Team Leader for the Council and can be contacted on 307 7774 or phillipa.clark@adc.govt.nz

SUMMARISED BY-ELECTION TIMETABLE

Monday, 25 November 2019	Public Notice of By-election NOMINATIONS OPEN PRELIM ROLL OPEN FOR INSPECTION
Monday 23 December 2019	NOMINATIONS CLOSE (NOON) PRELIM ELECTORAL ROLL CLOSES
ASAP after 23 December 2019	Public notice of confirmed candidate(s) and whether election required.
IF ELECTION REQUIRED	
Monday 27 January 2020	DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts
Tuesday 18 February 2020	ELECTION DAY Voting closes 12 noon – counting commences Preliminary results available as soon as practicable
By Friday 21 February 2020	Official declaration
By Friday 28 February 2020	Public notice of declaration of result
By Thursday 16 April 2020	Return of electoral expense forms

CANDIDATE PROFILE STATEMENT AND PHOTO REQUIREMENTS

The Local Electoral Act allows for candidate profile statements (CPS) to be provided by each candidate with the nomination paper. If an election is required these are then collated by the Electoral Officer and forwarded to electors in a sheet or booklet with the voting papers. Refer also to the notes listed in Appendix 1 of the Candidate Handbook.

Candidate profile statements are limited to 150 words and should be provided electronically via e-mail as a MS Word document that has been spell checked.

Candidate profile statements are governed by Sections 61 and 62 of the Act. Profiles must be provided at the same time as the nomination document, but should also be emailed to the Deputy Electoral Officer, Phillipa Clark at chansen@waitaki.govt.nz

CANDIDATE PHOTOS

Candidates may also submit a photograph for inclusion with the candidate profile statement in the sheet to accompany the voting papers. Photos must be recent (taken within the last 6 months), be submitted in JPEG format and be provided on a media device or in hard copy format at the same time as the candidate profile statement (and nomination paper), but should also be emailed to the Deputy Electoral Officer with the profile statement.

Note: The onus is on the candidate to ensure that all nomination documents including the profile and photo are submitted to the Deputy Electoral Officer/Electoral Official by 12 noon on Monday 23 December 2019.

CANDIDATE ELIGIBILITY

Full eligibility criteria for these by-elections are detailed on the reverse of the nomination form. In summary, candidates do not need to reside within the Methven Community Board area, but must be a NZ citizen and enrolled as a parliamentary elector somewhere in New Zealand and be nominated by two electors within the Methven Community Board area.

CAMPAIGNING

Full details on the limitations associated with campaigning for this by-election are listed in the handbook. All candidates should refer to the handbook to familiarise themselves with those restrictions. The following is a summary of the main criteria to be aware of:

1. Campaigning can commence anytime but must cease by the close of voting day, i.e. 12 noon Tuesday 18 February 2020.
2. No election material can contain any untrue statement defamatory of any candidate and calculated to influence the vote of any elector or include 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 contains such direction or indication likely to influence the voter.

ELECTION ADVERTISING

Election advertising, using any media, must identify the person under whose authority they have been produced, as per Sections 113-115 of the Local Electoral Act 2001.

This means that for hoardings, posters, billboards, social media, advertisements etc, each candidate must have a sentence at the bottom saying that it is authorised by the candidate (or their agent), i.e. "Authorised by Bill Citizen, 20 Main St, Samptown." Please note that the address listed must be a physical address i.e. it cannot be a PO Box or rural delivery number.

ELECTION HOARDINGS

Further details on the election signage requirements are listed in the 2019 Candidate Handbook. Any candidate intending to use election hoardings as part of their campaign strategy is encouraged to contact the Council.

CAMPAIGNING EXPENDITURE LIMITS

At the end of the election period, all candidates are required to submit to the Electoral Officer a summary of donations received and expenditure made on campaigning. For these by-elections the total election expenses must not exceed \$3,500 (inclusive of GST).

LODGEMENT OF NOMINATION FORMS

Completed nomination forms for this by-election must be lodged with the Deputy Electoral Officer, Phillipa Clark, Ashburton District Council office, 5 Baring Square West, Ashburton before midday on Monday 23 December 2019. Along with the nomination form, each candidate must also:

- Pay the \$200 (inclusive of GST) election deposit
- Submit the candidate profile statement of up to 150 words to be used for this by-election
- Submit the photo to be used for this by-election
- Submit evidence of NZ citizenship.

Election Helpline 0800 666 942