

Nominations MUST be in the hands of the Deputy Electoral Officer/Official before: 12 noon, Thursday 27 June 2024

INTRODUCTION

This by-election covers the extraordinary vacancy for one member to represent the Geraldine Community Board. The extraordinary vacancy has arisen from the recent resignation of Mr McGregor Simpson.

A full candidate handbook was produced for the 2022 local body elections. A base description of the role of a community board member is available in 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. It can also be viewed online at [timaru.govt.nz/elections](https://timaru.govt.nz/elections). This information sheet lists details specific to this by-election.

ELECTORAL OFFICER DETAILS

The electoral officer (EO) for this by-election is Anthony Morton. Anthony is based in Christchurch and works for election management company electionz.com Ltd. The EO can be contacted by phone on 0800 666 048 or email [iro@electionz.com](mailto:iro@electionz.com).

The deputy electoral officer (DEO) for this by-election is Stephen Doran. Stephen is the Group Manager Corporate and Communications for the Timaru District Council and can be contacted on 027 202 7784 or [stephen.doran@timdc.govt.nz](mailto:stephen.doran@timdc.govt.nz).

All meeting agendas (for council, committees and community boards) are distributed electronically at least four working days prior to the meeting and all elected members are expected to have read and made necessary investigative work to understand all agenda items ahead of the meeting. Depending on the complexity of the agenda items, that can be a time-consuming task.

The current schedule of meetings is available from [www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar](https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar)

MEETING FREQUENCIES

Geraldine Community Board meetings are held on a Wednesday on a six-weekly basis and are generally held in the Geraldine Library/Service Centre. The meetings typically start at 6.30pm and last between one and three hours.

REMUNERATION

Geraldine Community Board Member	\$5,891.00 p.a.
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SUMMARISED BY-ELECTION TIMETABLE

By Thursday 30 May 2024	Public notice of by-election (TDC website and The Courier)
Thursday 30 May 2024	NOMINATIONS OPEN - PRELIM ROLL OPEN FOR INSPECTION
From Friday 12 July 2024	Election signage on public sites can be displayed.
12 noon, Thursday 27 June 2024	NOMINATIONS CLOSE (12 NOON) - PRELIM ELECTORAL ROLL CLOSES
ASAP after 12 noon, Thursday 27 June 2024	Public notice of confirmed candidate(s) and whether election required (TDC website)
IF ELECTION REQUIRED	
Thursday 1 August 2024	DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts
Friday 23 August 2024	ELECTION DAY Voting closes 12 noon – counting commences Preliminary results available as soon as practicable
By Monday 26 August 2024	Official declaration
ASAP after Monday 26 August 2024	Public notice of declaration of result (TDC website)
Friday 30 August 2024	Election signs on public sites to be removed by 11.59pm
By Sunday 20 October 2024	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 to pages 23 and 24 and 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, Stephen Doran at [stephen.doran@timdc.govt.nz](mailto:stephen.doran@timdc.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 12 months), be submitted in JPEG format and be provided via email to [stephen.doran@timdc.govt.nz](mailto:stephen.doran@timdc.govt.nz). 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 Thursday 27 June 2024.

## CANDIDATE ELIGIBILITY

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

## 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. Friday 23 August 2024.
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, including social 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 posters, adverts, signs, billboards, flyers, vehicle signage, websites, Facebook pages etc, each advertising item must include a statement saying that it is authorised by the candidate or their agent and include contact details (see options below). This authorisation statement must be included on every item of campaigning material.

## CONTACT DETAIL OPTIONS

A recent amendment to the election legislation allows the contact address component of the authorisation statement to be met by providing—

- a residential or business address; or
- an email address; or
- a post office box number; or
- a phone number; or
- a link to a page on an Internet site (if the page contains 1 or more of the above).

The requirement to list the authorising party remains. There must be a reasonable expectation that anyone wishing to discuss the advertising can do so with the candidate or their agent from the contact details listed in the authorisation statement.

The use of a council building address is not permitted in the authorisation address.

## ELECTION HOARDINGS

Details of election signage (hoardings) requirements are listed on pages 31 and 32 of the 2022 Candidate Handbook. Any candidate intending to use election signage as part of their campaign strategy is encouraged to contact the TDC Planning Department on 03 687 7200 before placing any election signage.

Signs on public sites must not be erected earlier than 6 weeks prior to the day voting closes and must be removed from all public sites within one week of the close of voting. For this by-election, the first day a sign may be erected on a public site is Friday 12 July 2024 and signs must be removed from public sites by 11:59pm, Friday 30 August 2024.

## 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 this by-election the total election expenses must not exceed \$7,000 (inclusive of GST).

## LODGEMENT OF NOMINATION FORMS

Completed nomination forms for this by-election must be lodged with the deputy electoral officer or electoral official via email or at the Timaru District Council office, 2 King George Place, Timaru before 12 noon Thursday 27 June 2024. 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 (optional)
- Submit the photo to be used for this by-election (optional)
- Submit evidence of NZ citizenship.

Election Helpline 0800 666 048.