



**2024 Board Election
Candidate and Voter
Handbook**



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Introduction

Welcome to the Candidate and Voter Handbook for the 2024 NZ Plant Producers Inc (NZPPI) Election of Board Members. Whether you're interested in running for a board position or participating as a voter, this guide is designed to provide you with information about the election process, key dates, and instructions. For more in-depth information, please consult the NZPPI website and our constitution at nzppi.co.nz/OUR-CONSTITUTION/19747/.

Key Election Dates:

Voting date: by 25 March 2024	
From September 2023	Launched at the 2023 AGM, communication to members "Stand for your Industry in 2024" advising that election process will proceed in February 2024
9 February 2024	Nominations open Communication to members calling for nominations and describing the voting process.
29 February	Nominations close (5pm). Candidates advised to NZPPI Board
5 March	Candidate list and biographies issued to members and campaigning starts Postal / email votes accepted from this date
25 March	Voting ends
27 March	Votes confirmed and counted Results advised

Please note that each nomination must be submitted using the official nomination form being sent out in February.

Elected Board Positions in 2024:

Elections are being held for three Board positions in 2024 to join existing Board Members:

- one (1) to represent Greenlife (Landscape & Amenity)
- one (1) to represent Greenlife (Retail)
- one (1) Producer Board Member (at large)

Appointed board positions in 2024:

In addition to the elected board positions above, there are also two (2) appointed board positions available. The Board is inviting expressions of interest for these positions. The board is looking for candidates with complementary skills to existing board members, including representation of other parts of the plant production industry, such as community nurseries, and other skills such as planning. Contact NZPPI Board Chair Marie Taylor 027 442 4536 or marie@planthawkesbay.co.nz to express your interest.

The Returning Officer:

In order to ensure the integrity and fairness of the election process, NZPPI will appoint a Returning Officer. The Returning Officer will oversee all aspects of the election, including nominations, campaigning, voting, and the counting of weighted votes.

About the NZPPI Board

The NZPPI Board consists of a minimum of five and up to seven members, who are either elected or appointed as outlined below:

- Four (4) Sector Board Members will be elected by Producer Members. Nominees for a sector don't necessarily need to be involved in the sector, but only members of the sector are eligible to nominate and vote for their sector board representative.
- One (1) candidate may be nominated as a Producer Member (at large) from any sector group.

For a clear understanding of the sector groups and their descriptions, please refer to the Sectors section of this handbook.

Board Rotation:

The tenure of a Board member lasts for a term of three years, and each member is eligible for nomination for a maximum of three terms, which amounts to nine years.

The board rotation process requires the retirement of one-third of the total Board members every year, in February. Retiring members are those who have held office the longest since their election or re-election. These retiring members can seek re-election.

Appointed Board members can serve for up to one year initially, but they have the option to be reappointed for up to five consecutive terms.



Voting Method and Election Details

The election process will be by postal voting, which includes email.


Members can engage in what is known as 'multi-sector voting,' allowing members to vote in the range of sectors they have indicated on their annual membership renewal forms.

Weighted voting applies, meaning members will receive one vote in each sector they are registered in and an additional vote for every \$1000 in subscription payments in the sector. To facilitate the multi-sector voting system, BDO Ltd, our subscription collection agent, will calculate the weighted votes based on the revenue percentages stated on the most recent Turnover Declaration.

Nominations:

A person nominated to stand as a candidate does not have to be an NZPPI member, nor be involved in the sector that they are nominated to represent. However, both the nominator and seconder must be NZPPI members and may nominate only for a sector in which their NZPPI membership covers. Nominees must be eligible, according to the NZPPI constitution.

Nominations for the elected positions must be sent to and received by the Returning Officer, NZPPI before the stated deadline. Nominations received after the cut off time will not be accepted.



Completed nomination forms can be sent to the Returning Officer by emailing office@nzppi.co.nz

Processes After the Close of Nominations:

Following the closure of nominations, a list of the candidates will be sent to members. In the event that an election is required, candidates will be given the opportunity to provide candidate statements and engage in campaigning. These statements will be sent to NZPPI members along with the voting papers.

Candidate Profile Statements:

The candidate profile statements serve as a means for nominees to introduce themselves and share their policies and intentions for their potential board role. These statements should be in plain text and must not exceed 300 words. Additionally:

- They should exclusively pertain to the candidate, their policies, and their intentions as a Board member.
- A recent photograph of the candidate can be included.
- Statements must not contain any false or defamatory information.
- All statements should reflect respect, good faith, and the best interests of NZPPI.

Voting Method:

Weighted voting applies for Board elections, as specified in Section 28 of the NZPPI Constitution. Voting entitlement for each member is calculated as follows:

- One (1) vote for every registered sector
- One (1) additional vote for every \$1000 in subscription payments in the sector made during the most recent complete membership year.

Voting:

The voting process is managed by NZPPI, with the vote counting, including anonymised weighted voting, being carried out by the Independent Subscription Agent, BDO Ltd.

Election Results:

Once voting concludes, the election results will be calculated, verified, and communicated to NZPPI Management and Board in a timely manner. On the same day, all candidates will be personally informed of the results through phone or email. Members will be notified as soon as possible at the conclusion of vote counting.

Voting at AGM:

In cases where there are no nominations for sector members or if any successful candidate cannot assume office, the vacant positions may be filled through an election at the next Annual General Meeting (AGM). During the AGM, nominations will be solicited from the floor. Any producer member can nominate an individual, with the requirement of a seconder. If more than two nominations are received for a single seat, a vote amongst producer members will be conducted to decide the outcome.

Benefits of being part of the NZPPI Board



1. Professional Growth and Development:

Being part of a board offers a unique opportunity for personal and professional growth. Board members gain exposure to strategic decision-making, governance practices, and industry trends. Being involved in discussions, problem-solving, and collaborative decision-making, individuals can develop their leadership, communication, and analytical skills. Serving on a board can also broaden your perspective, allowing you to see the bigger picture.



2. Influencing Industry Direction:

Board members play a pivotal role in shaping the direction and future of the organisation or sector they represent. By actively participating in discussions about strategic goals, initiatives, and policies, you will have the opportunity to influence decisions that impact the industry as a whole. Contributing your insights, expertise, and ideas can lead to positive change, drive growth, and ensure that the industry evolves in a direction aligned with your values.



3. Networking and Collaboration:

Serving on a board opens doors to valuable networking opportunities and collaborations. Board members interact with fellow professionals, industry leaders, government officials, and stakeholders. This exposure enables you to build connections, exchange knowledge, and engage in meaningful conversations. Networking within the board ecosystem can lead to partnerships, mentorship, and learning from diverse perspectives.

Being a Board Member

Serving as a member of the NZPPI Board carries important responsibilities, including upholding NZPPI's core values, demonstrating the required competencies, and actively engaging in NZPPI initiatives.

Here are the key aspects of being a board member:

Candidate Competencies:

- Uphold NZPPI's core values: Collaboration, Agility, Resourcefulness, Resilience, and Integrity.
- Demonstrate specific competencies:
 - Best practice governance and leadership
 - Accountability
 - Strategic leadership
 - Business acumen
 - Sound judgment and decision making
 - Clear oral and written communication skills
 - Awareness of industry issues.

Desirable Skills and Attributes:

While not mandatory, possessing certain skills and attributes can enhance a Board member's effectiveness:

- An appreciation for industry-good
- An open mind and a broad perspective on issues
- Strong ethical values and a commitment to doing the right thing
- Financial literacy
- Dedication to health and safety standards
- Common sense approach to problem-solving
- Ability to deal with complexity and ambiguity
- Ability to distinguish between governance and management functions.

Expectations of Board Members:

Being an active and engaged Board member involves several commitments:

- Regularly attend Board and subcommittee meetings as scheduled
- Participate in general meetings such as the Annual General Meeting (AGM) and Special General Meetings (SGM)
- Contribute to subcommittees or ad hoc groups as agreed
- Represent NZPPI and support activities within their respective sectors
- Familiarity with NZPPI's strategic priorities and significant work programmes
- When appropriate, interact with government officials, industry leaders, politicians, and community representatives
- Act as a point of contact for members regarding sector-specific issues or broader industry concerns
- Engage in personal and Board development activities.



Meeting Frequency:

The NZPPI Board holds a minimum of four meetings each year, although it has agreed to convene seven meetings annually. The current meeting schedule comprises four full-day face-to-face sessions and three online meetings lasting between two to four hours each. Board members might occasionally be required to represent NZPPI at other meetings or events.

Chairperson:

The Chairperson of the NZPPI Board will be determined during the Board's next meeting following the election.

Meeting Information:

Ahead of each meeting, Board members will receive a meeting pack containing relevant materials via a secure board software system. Members are expected to review the provided documents, including board papers, reports, and recommendations, in preparation for active participation in discussions.

Board Remuneration:

Board members are compensated for their contributions, and remuneration is approved annually at the AGM. The current remuneration rates are as follows:

- Chair remuneration: \$20,000 per annum
- Director remuneration: \$5,000 each, per annum

Expenses Reimbursement:

NZPPI will reimburse Board members for reasonable expenses incurred during NZPPI-related activities. These expenses can include items such as taxi fares, parking costs, mileage, accommodation, meals, and other relevant costs. Board members are required to submit claims using the provided claim form, accompanied by a GST invoice or receipt.





New Zealand Plant Producers Incorporated

PO Box 3443 Wellington 6140 | Level 5, 23 Waring Taylor Street, Wellington

P: 04 918 3511 F: 04 499 9589 E: office@NZPPI.co.nz W: www.NZPPI.co.nz