



## **Candidate Selection and List Ranking Procedures**

Approved by a Member Assembly of the Green Party of Aotearoa New Zealand  
October 2022

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# 1. Preamble

- 1.1. Clause 7.32.5.3 of the Green Party Constitution establishes that the Candidate Selection and List Ranking Procedures (or “Procedures”), or equivalent document being the process for selection and list ranking of candidates for the general election, as provided to the Electoral Commission under the Electoral Act, shall be approved by a Member Assembly.
- 1.2. The revision, preparation and recommendation of the Candidate Selection and List Ranking Procedures for the 2023 General Election has been delegated to the Candidate Selection and Electoral Processes Committee (CSEPC). The Committee’s Terms of Reference are attached as Appendix A.
- 1.3. The overall purpose of the Procedures is to provide effective and representative candidates who will form a high-calibre, electable party list.
- 1.4. Once approved, the Procedures document remains in force until replaced or amended by a Member Assembly.
- 1.5. The Candidate Selection and List Ranking Procedures must be lodged with the Electoral Commission by the Party Secretary within one month of their approval by a Member Assembly.

# 2. CSEPC Preparation

- 2.1. The responsibilities of the **Candidate Selection and Electoral Process Committee (CSEPC)** include reviewing the Procedures and recommending any required changes to a Member Assembly and implementing the Procedures as approved by a Member Assembly. CSEPC will continue in existence until the acceptance of its report after the 2023 general election.
- 2.2. The CSEPC includes a **Candidate Selection Process Administrator (CSPA)** who administers the candidate selection and electoral processes.
- 2.3. Before the Candidate Pool is opened a Member Assembly adopts the **Candidate Selection and List Ranking Procedures** document for the next election including the ideal candidate attributes (see clause 3.2 and Appendix B). Separately, CSEPC makes recommendations for adoption by Kaunihera on the:
  - 2.3.1. Date for the opening of the Candidate Pool.
  - 2.3.2. Timetable for the Candidate Selection and List Ranking process (or “Timetable”).
  - 2.3.3. Parliamentary Candidate Pool Declaration and Nomination form.
  - 2.3.4. Electorate Candidate Nomination form.
  - 2.3.5. List-only Candidate Nomination and Intention forms.
  - 2.3.6. Notice of Electorate Candidate Selection meeting.
- 2.4. Within six months of the Candidate Pool being opened, Kaunihera must approve the appointment of a **List Ranking Administrator (LRA)**.

### 3. The Candidate Pool

- 3.1. There shall be a national Candidate Pool comprising all persons accepted to be Parliamentary candidates in a general election under the processes in Section 5 and not removed under the process in clause 6.4. A person must have been admitted to the Pool before they can apply to be either an electorate candidate in a general election or a list-only candidate and be included on the Party List.
- 3.2. The Campaign Committee will advise the CSEPC of particularly desirable strengths, experiences, commitment and balance being sought in the Green Party candidate team for the parliamentary elections. Once adopted by the CSEPC, with or without modification, these shall form the basis of the Ideal Candidate Attributes. See Appendix B.
- 3.3. The date for the opening of the Candidate Pool will be publicised widely to all members, with details of how to apply to be in the pool.
- 3.4. The committee will notify the membership of the date at which the Candidate Pool closes for the purpose of the list ranking process. The Candidate Pool will remain open for candidates not seeking a place on the Initial List.
- 3.5. Copies of all records relating to the candidate selection and list ranking process will be kept in the Party Office.

### 4. Potential Candidates

- 4.1. Anyone wishing to stand as a candidate in the general election must be a **member** of the Party. Section 9 of the Green Party Constitution outlines the criteria that must be met to become a member, and the circumstances in which a member ceases to be a member.
- 4.2. Once the Candidate Pool opens, all relevant information will be available on the members' website. Potential candidates should read the candidate information documents which will help them consider the commitment they would be making in applying to be a candidate.
- 4.3. If the member decides to go ahead with their application, they must be nominated by **five** members of the Green party who are **members at the time of nomination** and who have been members for a continuous period of **six months or more** since the date of the previous General Election and who are not members of the CSEPC. Nominators must be prepared to act as referees for the nominee. At least three of the nominators must come from the province in which the candidate resides at the time of nomination and/or a Lived Experience Network that the candidate is a member of and/or Te Rōpū Pounamu if the candidate is a member of Te Rōpū Pounamu.
- 4.4. Applicants must complete the Parliamentary Candidate Pool Declaration and Nomination form, and are required to declare that they have confirmed that their nominators are eligible to be nominators.
- 4.5. Applicants must submit a current and relevant CV.

## 5. Admitting Candidates to the Pool

- 5.1. Decisions on whether a candidate is admitted to the Candidate Pool, other than in the appeals process detailed below, are made by:
  - 5.1.1. Te Rōpū Pounamu in the situation candidates have said they intend to seek selection for a Māori electorate on the Parliamentary Candidate Pool Declaration and Nomination form.
  - 5.1.2. CSEPC in all other instances.
- 5.2. When making their respective decisions, Te Rōpū Pounamu and CSEPC must positively determine that each candidate has the necessary skills, attributes, knowledge and experience to make a positive contribution to the Green Party campaign, as well as ensuring there are no negative factors that would exclude a potential candidate from the Candidate Pool. Candidates will be interviewed and decision-makers may also make further inquiries as to a potential candidate's suitability. Feedback must be sought from a candidate's nominators, branch, province, Lived Experience Networks, and either Te Rōpū Pounamu or CSEPC (whichever one is not making the decision in that particular case).
- 5.3. Te Rōpū Pounamu and CSEPC have at their discretion the ability to modify the level of scrutiny applied to any applicant, and the ability to consider any information that it deems relevant.
- 5.4. In the case of sitting Green Members of Parliament Te Rōpū Pounamu and CSEPC may use their discretion to modify the level of scrutiny applied before forming a judgement as to their suitability.
- 5.5. The Party Secretary will be responsible for notifying the prospective candidate of Te Rōpū Pounamu or CSEPC's decision. If the person is admitted into the Candidate Pool they are then eligible for nomination as an electorate candidate or as a list-only candidate.
- 5.6. Appeals Procedures: prospective candidates may appeal the decision of Te Rōpū Pounamu or CSEPC if they believe they have been denied natural justice including but not limited to being denied the opportunity to be heard or any allegations of bias or predetermination in any part of the selection process. A prospective candidate wishing to appeal must write to the CSPA giving reasons why they believe their case should be reviewed.
- 5.7. A three-person Review Group consisting of one Party Co-Convenor, and either one Policy Co-Convenor and one Kaiwhakahaere of Te Rōpū Pounamu (in the case of decisions of CSEPC) or both Kaiwhakahaere (in the case of decisions of Te Te Rōpū Pounamu) shall review the decision, make such inquiries as they believe necessary, and make their recommendation to a Member Assembly who will make a final decision. A Party Co-Convenor, on behalf of the Member Assembly, will notify the prospective candidate of its decision.

## 6. The Final Party List

- 6.1. All candidates selected for an electorate at the date on which the Candidate Pool finally closes before the general election will be included on the Final Party List lodged with the Electoral Commission, unless they advise the CSPA, within timeframes advised to candidates from time to time, that they wish to be removed from this list.
- 6.2. All candidates selected as a list-only candidate at the date on which the Candidate Pool finally closes before the general election will be included on the Final Party List lodged with the Electoral Commission, unless they advise the CSPA, within timeframes advised to candidates from time to time, that they wish to be removed from this list.
- 6.3. Candidates in the Candidate Pool who have not yet been selected for an electorate at the date on which the Candidate Pool finally closes before the general election will be invited to apply to be a list-only candidate by completing the appropriate form and will be reassessed on that basis. They will not be automatically put on the Party List.
- 6.4. A Member Assembly, after considering any advice from the relevant group (either CSEPC or Te Rōpū Pounamu), may remove any candidates from the Candidate Pool right up until the Electoral Commission closes nominations for the general election. Any candidate so removed will no longer be eligible to be an electorate candidate or to be included on the Party List. Where a candidate is removed from the Candidate Pool a Party Co-Convenor must notify the person concerned, the CSEPC, and all Branch Convenors.

## 7. Initial List

- 7.1. **Persons eligible to be considered for the Initial List:**
  - 7.1.1. The Candidate Pool closes for list ranking purposes at a time set by the CSEPC, and only candidates who are in the Candidate Pool at this time may be included in the ranked section of the Party List.
  - 7.1.2. A candidate who is in the Candidate Pool at the time it closes for list ranking purposes may advise the CSEPC that they do not wish to be considered for inclusion in the ranked section of the Party List.
  - 7.1.3. The Initial List is formed by ranking all candidates in the Candidate Pool at the date the Candidate Pool closes for list ranking purposes, except those who have indicated that they do not wish to be considered for inclusion in the ranked section of the Party List.
- 7.2. **Timeline for the formation of the Initial List:**
  - 7.2.1. The CSEPC will determine a timeline for the formation of the Initial List and advise the membership of this at the time the Candidate Pool closes for list ranking purposes.
- 7.3. **Candidate Conference to be held:**

- 7.3.1. A special delegated Candidate Conference must be held at a time and place to be determined by the Party Co-Convenors, to enable candidates to receive training and those participating in the ranking of the initial list to assess the merits of candidates.
- 7.3.2. While the overall responsibility to organise the Candidate Conference rests with the Party Co-Convenors, CSEPC are responsible for the processes and procedures used to enable those voting to assess the merits of the candidates.

**7.4. Delegates to Candidate Conference:**

- 7.4.1. Each electorate shall be entitled to the same number of delegates to the Candidate Conference as they are entitled to under the Constitution for the Green Party's Annual General Meeting.
- 7.4.2. Delegates and proxies should be chosen for their sound judgement and knowledge. No candidate for a place on the Initial List may be a delegate or proxy delegate.
- 7.4.3. All Electorates should appoint alternative delegates, who will take a delegate's place in the event the delegate is unable to attend the Candidate Conference. For the avoidance of doubt an alternative delegate who replaces a delegate who is unable to attend becomes a delegate for the purposes of this Section.
- 7.4.4. Delegates must be registered as a Green member in the Electorate which they are representing.
- 7.4.5. An Electorate may appoint proxies to attend in the place of delegates provided that no person may hold more than one proxy.
- 7.4.6. A proxy need not reside in or close to the Electorate for which they hold a proxy.
- 7.4.7. Electorates/branches/provinces as responsible groups are expected to prioritise attendance at the Candidate Conference by their electorate candidate(s) and campaign manager(s) if appointed.
- 7.4.8. Every candidate already accepted into the pool is expected to attend the whole of the Candidate Conference.
- 7.4.9. Every person entitled to vote on the Initial List (including proxies) is expected to attend that part of the Candidate Conference that allows those participating in the ranking of the initial list to assess the merits of candidates.
- 7.4.10. For the avoidance of doubt, electorates/branches/provinces as appropriate are responsible for organising delegate selection meetings for their electorate(s), which must be notified to electorate members at least 2 weeks in advance, and conducted in accord with the procedures for general meetings of the relevant group(s).
- 7.4.11. Any disputes in relation to the notification, timing and conduct of these meetings will be decided by the CSEPC, after consultation with the Standing Orders Committee and the Party Co-Convenors as required.

**7.5. Formation of the Initial List:**

- 7.5.1. Organising the ballot for the Initial List is the responsibility of the CSEPC.

- 7.5.2. The Initial List will be formed via a delegated election.
  - 7.5.3. Ballot papers will be distributed, physically or electronically, at the close of the Candidate Conference, and only those attending the Candidate Conference (as set out in clause 7.4.9) are eligible to receive a ballot paper. Those people receiving ballot papers will be asked to take into account the need for a range of strengths and experience on the list, as well as the balancing criteria set out in clause 8.2.1 (see Appendix C).
  - 7.5.4. Only Candidate Conference Delegates and Proxies from each Electorate are entitled to vote on the Initial List.
    - 7.5.4.1.
  - 7.5.5. For a vote to be valid, it must rank at least 25 candidates or three quarters of the candidates on the ballot paper, whichever is the smaller.
  - 7.5.6. Each person entitled to vote on the Initial List shall be allocated one vote. Subject to clause 7.5.7, if a person holds more than one role listed in clause 7.5.4 they will still only be allocated one vote.
  - 7.5.7. Any person entitled to a vote may also hold one proxy and exercise one, and no more than one, proxy vote in addition to their own entitlement to vote.
  - 7.5.8. As soon as practicable after the Candidate Conference, **and before voting**, each delegate and each proxy should consult with their respective Electorate on their ranking of the Initial List.
  - 7.5.9. Each delegate and each proxy is required to take into account their Electorate's views, but is not bound by them.
  - 7.5.10. The election is a partially-secret ballot. Delegate votes are secret to the delegate.
  - 7.5.11. Each person exercising a proxy vote must provide the Convenor(s) of the Branch(es) containing the electorate they are a proxy for with a copy of their marked ballot paper.
  - 7.5.12. Completed ballot papers should be returned according to the instructions on the ballot paper and by the date in the Timetable.
- 7.6. **Adoption and Distribution of the Initial List:**
- 7.6.1. Once the ballot has been completed, the CSEPC will:
    - 7.6.1.1. Satisfy itself that the ballot has been correctly conducted.
    - 7.6.1.2. Adopt the results of the ballot as the draft Initial List.
    - 7.6.1.3. Provide an opportunity for persons on the draft Initial List to withdraw themselves from consideration for inclusion in the ranked section of the Party List.
    - 7.6.1.4. Adopt the draft Initial List, as amended for any withdrawals, as the final Initial List.



- 7.6.1.5. Advise the Party Co-Convenors and those eligible to vote in the formation of the Initial List of the final Initial List.
- 7.6.2. Once the final Initial List has been circulated, the CSEPC will
  - 7.6.2.1. Advise the Party Co-Convenors and those eligible to vote in the formation of the Initial List of the changes, if any, between the draft Initial List and the final Initial List.
  - 7.6.2.2. Retain all ballot papers for the Initial List until the Final Party List has been adopted and then destroy them.
- 7.6.3. The draft and final Initial List are confidential to the Green Party; public release of any version of the Initial List must be authorised by the Party Co-Convenors.

## 8. Final List

### 8.1. **Members Ballot:**

- 8.1.1. A secret ballot will be held of members to rank those candidates who have been included on the Initial List and have not withdrawn themselves from the list ranking process. There will also be an option for members to vote for the candidates in the order they were ranked in the Initial List without having to rank the candidates individually.
- 8.1.2. The Party Secretary will provide a roll of **eligible voting members** to the List Ranking Administrator (LRA), the member of the CSEPC with responsibility for the technical administration of the list ranking process.
- 8.1.3. Members will be eligible to be on the roll if they are a member at the date determined by CSEPC to be the closing date of the roll, and have been a member for a continuous period of six months or more since the date of the previous General Election. .
- 8.1.4. All members will be given at least one month's notice of the date on which the roll of members eligible to vote will close.
- 8.1.5. The voting method used will be Single Transferable Vote (STV). Voters must rank a minimum of 1 candidate for their vote to be valid.
- 8.1.6. No later than 14 days after the close of the roll, voters will be provided with:
  - 8.1.6.1. A ballot paper.
  - 8.1.6.2. The final Initial List, clearly marked "Official Initial List of the Green Party", with an option to select this list rather than rank candidates individually.
  - 8.1.6.3. Candidate information or a link to where candidate information can be accessed.
  - 8.1.6.4. Voting instructions, drafted by CSEPC which include:

- 8.1.6.4.1. Clear information on how to cast a vote electronically (and how to request a postal vote if an electronic vote will not be possible).
  - 8.1.6.4.2. A clear statement of the closing date for voting;
  - 8.1.6.4.3. Encouragement to rank as many candidates as the voter can form a sincere opinion on.
  - 8.1.6.4.4. A statement on good faith voting.
  - 8.1.6.4.5. Information on the balancing criteria.
  - 8.1.6.4.6. A voter may request hard copies instead of electronic copies of the information detailed above, prior to the closure of the roll for voting. After the closure of the role for voting, this is left to the discretion of the LRA and the timetable limitations.
- 8.1.7. CSEPC may appoint an external agent (such as a data processing firm) or may carry out the process in-house to:
- 8.1.7.1. Receive and process voting papers.
  - 8.1.7.2. Provide results to the Party Secretary as set out in clause 8.1.8.
  - 8.1.7.3. Maintain confidentiality throughout the voting and vote counting process.
  - 8.1.7.4. Destroy ballot papers after the date specified in the Timetable.
- 8.1.8. The external or internal agent will provide to the Party Secretary:
- 8.1.8.1. The full results of the ballot.
  - 8.1.8.2. Data on turnout.
  - 8.1.8.3. The number of candidates ranked by each voter.
- 8.1.9. The Party Secretary will provide a copy of the ranked list of candidates arising from the members' ballot to the CSEPC within 24 hours of receiving the information.

## **8.2. Application of Balance Criteria:**

- 8.2.1. The balance criteria for the list ranking process are in priority order:
- 8.2.1.1. Māori - a minimum of 20% of candidates shall be of Māori descent, defined on the basis of the stated whakapapa on their Parliamentary Candidate Declaration and Nomination forms.
  - 8.2.1.2. Gender - a minimum of 40% of candidates shall be women. Gender is defined on the basis of the answer to the open question on the Parliamentary Candidate Declaration and Nomination forms.
  - 8.2.1.3. Pasifika - a minimum of 10% of candidates shall be Pasifika , defined on the basis of the answer to a yes or no question on the Parliamentary Candidate Declaration and Nomination forms.

- 8.2.1.4. Disability - a minimum of 10% of candidates shall be disabled, defined on the basis of the answer to a yes or no question on the Parliamentary Candidate Declaration and Nomination forms.
- 8.2.1.5. Region - a minimum of 20% of candidates shall be from Te Waipounamu/South Island. Region is defined on the basis of residential address, at the time the Candidate Pool closes for list-ranking purposes. Te Waipounmau/South Island includes Stewart Island, and all offshore islands normally associated with Te Waipounamu/South Island.
- 8.2.1.6. Age - a minimum of 10% of candidates shall be 30 and under, defined as age on the date the Candidate Pool closes for List Ranking.
- 8.2.2. Within three days of receiving the list of candidates as voted by members from the Party Secretary, the List Ranking Coordinator will prepare for the CSEPC an adjusted list in accord with the balance criteria using the process in Appendix C.
- 8.2.3. The CSEPC must, within 7 days of receiving the adjusted list:
  - 8.2.3.1. Certify that the adjusted list has been produced following the methodology in Appendix C.
  - 8.2.3.2. Decide whether it wishes to make any comments in relation to the adjusted list and/or the list as voted by members.
  - 8.2.3.3. Compile a list of candidates who are in the candidate pool but have not been ranked as part of this process.
  - 8.2.3.4. Forward the adjusted list, the list as voted by members and any comments, and the list of candidates who are in the candidate pool but have not been ranked, to the Party Co-Convenors .

### 8.3. **Determination of Final Party List:**

- 8.3.1. The Party Co-Convenors will call a Member Assembly for the purpose of determining a draft Final List. The Member Assembly will determine a draft Final List, subject to the provisos that:
  - 8.3.1.1. No candidate may be moved more than two places from their position on the list as voted by members.
  - 8.3.1.2. No candidate should be involved in the determining of the final list.
  - 8.3.1.3. During discussion of the ranking of the list all conflicts of interest by any member of the Member Assembly should be declared and recorded in the minutes.
- 8.3.2. The draft Final List will be provided to the CSEPC, which will contact each candidate on the list to advise them of their placement and confirm their intention to remain on the list.
- 8.3.3. The CSEPC will remove any person who wishes to withdraw from the draft Final List. They will then:

- 8.3.3.1. Provide the Party Co-Convenors and all candidates remaining on the draft Final List with the amended draft Final List resulting from this process.
    - 8.3.3.2. Certify to the Party Co-Convenors that each person on the amended draft Final List has indicated their acceptance of the list.
  - 8.3.4. All versions of the draft Final List will be confidential to the recipients listed in clause 8.3.3.1 and the amended draft Final List will be announced to the membership and the general public in such a manner and at such a time as determined by the Campaign Committee.
  - 8.3.5. If the Member Assembly decides to adopt a Party List that is different from the Adjusted List, then the Party Secretary shall:
    - 8.3.5.1. Advise any candidates whose ranking is different between the Adjusted List and the Final List about the change, and the reasons for the difference, before the list is announced publicly.
    - 8.3.5.2. Advise all members through a general announcement, no later than 2 weeks following the formation of a Government after the election.
- 8.4. **Lodging of Final Party List with Electoral Commission:**
  - 8.4.1. Following the completion of the amended draft Final List under clause 8.3.3, and prior to the Final Party List being lodged with the Electoral Commission, candidates admitted to the pool but not yet placed on the amended Draft Final List shall be placed at the end of the amended Draft Final List in alphabetical order. The CSEPC will ensure that an accurate version of the amended Draft Final List is maintained, incorporating withdrawals and removals from, and admissions to, the Candidate Pool.
  - 8.4.2. The amended draft Final List shall become the Final Party List when it is lodged with the Electoral Commission.
  - 8.4.3. The Party Secretary is responsible for:
    - 8.4.3.1. Lodging the Final Party List with the Electoral Commission.
    - 8.4.3.2. Ensuring all necessary authorisations are received to enable this; and may remove persons from the amended draft Final List if this becomes necessary for compliance with legal requirements after reasonable attempts to resolve the situation have been made.
  - 8.4.4. The Party Secretary will advise the Party Co-Convenors and any candidate so affected if they are removed from the amended draft Final List under clause 8.4.3.1.
- 8.5. **General Provision regarding Withdrawal:**
  - 8.5.1. If a person withdraws from the list at any stage, each candidate ranked below that person will move up one ranking place.

## 9. Electorate Candidate Selection:

### 9.1. Preparation and Eligibility to hold an Electorate Candidate Selection Meeting:

- 9.1.1. The appropriate electorate/branch/province is expected to use their best endeavours to identify a suitable candidate for the electorate who will need to be in the candidate pool at the time of selection.
- 9.1.2. The final decision as to whether a candidate is fielded in an electorate is a matter for the appropriate group, unless it is considered to be a **strategic electorate**. Decisions on whether an electorate will be designated as strategic for the purposes of candidate selection will be made jointly by Kaunihera and the local branch(es), based on the recommendation of the Campaign Committee.
- 9.1.3. In the event of any disagreement over responsibilities on any matter in relation to electorate candidate selection, the matter shall be referred to the relevant Province(s) for a decision, which will bind all relevant groups. If there is a dispute between Provinces, the matter shall be referred to the Party Co-Convenors for final resolution.
- 9.1.4. If the appropriate electorate/branch/province decides to stand a candidate in an electorate, it must hold an Electorate Candidate Selection Meeting or meetings as approved.
- 9.1.5. The appropriate group wishing to hold an Electorate Selection Meeting must first appoint a Candidate Selection Meeting Organiser (CSMO). The CSMO must be appointed, if possible, at least 7 weeks prior to the time of a selection meeting. The CSMO is responsible for co-ordinating the electorate candidate selection process and liaison with the CSPA.
- 9.1.6. The CSMO must first apply to the CSPA to hold a candidate selection meeting, using the appropriate form and applying for a waiver if necessary.

### 9.2. Waivers:

- 9.2.1. The Waivers Committee of CSEPC may grant a waiver from any of the criteria below to any electorate, on a case by case basis:
  - 9.2.1.1. Criteria in respect of campaign readiness.
  - 9.2.1.2. Provisions in respect of the electorate candidate selection timeline.
  - 9.2.1.3. Procedural requirements of an Electorate Candidate Selection Meeting.
  - 9.2.1.4. Provisions in respect of entry into the candidate pool and selection as list-only candidate.
  - 9.2.1.5. The requirements of clauses 6.2 and 6.3 (candidates who are not list-only or selected for an electorate at the time the pool closes for ranking).
  - 9.2.1.6. In the case of widely dispersed electorates this can include provision for a postal or electronic vote of the membership if gathering a quorum of members in one or multiple locations is impractical. The process for this

will be agreed with CSEPC with input from the Standing Orders Committee.

9.2.2. Waivers may be granted **in retrospect** in the case of:

9.2.2.1. An electorate for which membership is dispersed such that getting enough members to Electorate Candidate Selection meetings to reach quorum is deemed impractical and postal or electronic provision is not deemed appropriate.

9.2.2.2. Unforeseen or exceptional circumstances which are out of the control of the candidate, CSMO, or the meeting.

9.2.2.3. Where fewer members than required attend properly notified Electorate Candidate Selection Meeting(s) after all reasonable attempts have been made to reach the required number as notified by the CSMO with evidence that there is appropriate support from the relevant branch for an electorate campaign.

9.2.3. The Waivers Committee will consist of at least 3 members of the CSEPC, including the convenor(s) of the CSEPC and not including Party Co-Convenors, and each member must contribute to the decision. The composition of the Waivers Committee will be decided before the Candidate Pool is opened and members replaced as necessary by agreement of the CSEPC.

9.2.4. Each waiver request will:

9.2.4.1. Be submitted from the CSMO to the CSPA.

9.2.4.2. Clearly list the reasons why a waiver should be granted and which rules are requested to be waived;

9.2.4.3. Be dealt with and responded to within 5 days of the CSPA receiving it;

9.2.4.4. Be collated by the CSEPC including both successfully granted and denied waiver requests and sent as a report to the Party Co-Convenors.

9.2.5. Appeals to decisions about waivers will be heard by the Party Co-Convenors.

9.2.6. Where any dispute arises as to the interpretation of the Electorate Candidate Selection procedures, the CSEPC will make a decision as to the interpretation of the procedures that will apply.

9.3. **Eligibility to be an Electorate Candidate:**

9.3.1. All prospective electorate candidates must already be approved candidates accepted into the Candidate Pool as provided for in Section 3.

9.3.2. All prospective electorate candidates must be nominated by five current members of the Green party who support their nomination and are prepared to act as referees, who are not members of the CSEPC, and who are members at the time of nomination and have been a member for a continuous period of six months or more since the date of the previous General Election, using an Electorate Candidate Nomination Form.

- 9.3.3. All the nominators must come from the electorate or a nearby electorate and declare that they are prepared to actively support the candidate in the campaign.
- 9.3.4. Each candidate must lodge an Electorate Candidate Nomination Form with the CSPA and send a copy to the CSMO **at least two weeks** before the electorate selection meeting date, or the date of the first meeting in the case of a geographically dispersed electorate that is holding multiple meetings.
- 9.3.5. A properly completed Electorate Candidate Nomination form must have been received by the CSPA before a candidate is eligible for selection. **The CSPA will notify the CSMO and the candidate that the form has been received.**
- 9.3.6. A person may apply to be an electorate candidate in more than one electorate. A separate Electorate Candidate Nomination form is required for each electorate where a person wishes to be considered for candidacy. The candidate will notify the CSMO of each electorate that they are applying for more than one electorate and, if selected, will notify the other CSMO(s) as soon as practicable.
- 9.3.7. A person may be selected as a candidate for only one electorate.

#### 9.4. **Conduct of Electorate Candidate Selection Meetings:**

- 9.4.1. A Party member is **eligible to vote** at a selection meeting in an Electorate if they:
  - 9.4.1.1. Are a member of the Green Party four weeks before the selection meeting and on the day of the meeting and have been a member for a continuous period of six months or more since the date of the previous General Election.
  - 9.4.1.2. Are registered in the electorate on the Green Party database.
  - 9.4.1.3. Have not voted in any other general election selection meeting in the current election cycle, provided that a Māori member may participate in the selection of candidates for Māori electorates by Te Rōpū Pounamu as well as in the selection meeting for the general electorate they are a member of.

#### 9.5. **Electorate Candidate Selection Meeting Timeline:**

- 9.5.1. At least **6 weeks** before the Electorate Candidate Selection Meeting is held:
  - 9.5.1.1. The selection meeting date must be set, by mutual agreement of the CSEPC and the relevant CSMO.
  - 9.5.1.2. The CSMO must give notice to all members within the electorate, using appropriate electorate/branch and provincial communication networks, of:
    - 9.5.1.2.1. The date of the Electorate Candidate Selection meeting and the selection timetable;
    - 9.5.1.2.2. The requirements for a Green Party member to be considered as an electorate candidate;

9.5.1.2.3. The eligibility requirements to vote in an Electorate Candidate Selection Meeting.

9.5.1.3. The CSMO must liaise with National and Provincial Membership Secretaries and with the relevant electorate/branch Convenors/Membership Secretaries to prepare an initial roll of members eligible to vote in an Electorate Candidate Selection Meeting for the electorate.

9.5.1.4. The relevant electorate/branch Convenors/Membership Secretaries will advise all members who would be eligible to vote if they renewed their membership of the period within which they must renew their membership if they wish to vote in the candidate selection meeting.

9.5.2. **Four weeks** before the Electorate Candidate Selection Meeting is held:

9.5.2.1. Using appropriate electorate/branch and provincial communication networks, the CSMO must declare candidate nominations open, specify the closing date for receipt of nominations by the CSPA and CSMO and the selection meeting date.

9.5.2.2. The CSMO liaises with the relevant membership secretaries to obtain the final roll (closes four weeks before meeting date) for the Electorate Candidate Selection Meeting, and sends a copy to the CSPA.

9.5.2.3. The CSMO liaises with the CSEPA and appoints a person eligible to Chair an Electorate Candidate Selection Meeting as meeting Chairperson.

9.5.2.4. A person is eligible to Chair an Electorate Candidate Selection Meeting if they are: a Kaunihera member, preferably from outside the province(s) within which the electorate is located; an MP; or a member of appropriate standing approved beforehand by the Party Co-Convenors and free from conflict of interest.

9.5.3. **Two weeks** before the Electorate Candidate Selection Meeting is held:

9.5.3.1. Nominations for the position of electorate candidate close and the CSPA and CSMO liaise to identify all valid nominations.

9.5.3.2. All Green Party members in the electorate are notified by the CSMO of the date, time and place of the selection meeting, the names of the candidates nominated, and the criteria for eligibility to vote. Members must have at least 7 full days clear notification of the selection meeting.

9.5.3.3. A copy of the meeting notice in clause 9.5.1.2 above must be sent to the CSPA.

9.5.4. **After** the Electorate Candidate Selection Meeting is completed:

9.5.4.1. The meeting Chairperson will:

9.5.4.1.1. Complete a declaration of the outcome of the Electorate Candidate Selection Meeting.



9.5.4.1.2. Notify the CSEPC of the result of the selection meeting, and, if appropriate, issue a media release in consultation with the Campaign Committee.

9.5.4.1.3. Within **three days** of the Electorate Candidate Selection Meeting, the CSMO will forward to the CSPA a copy of:

9.5.4.1.3.1. The marked roll showing which eligible voters attended the meeting.

9.5.4.1.3.2. The declaration of the outcome of the meeting by the Chairperson.

9.5.4.2. The CSMO will retain the originals of these documents until three months after the general election is held.

9.6. **Procedures for Electorate Candidate Selection Meetings (other than in strategic electorates):**

9.6.1. **Brief all candidates:**

Prior to the meeting commencing the Chairperson will explain to all electorate candidate nominees the process for the meeting and the speaking order for the candidates(s) (see clause 9.6.10).

9.6.2. **Ensure eligibility to vote**

The CSMO will check and record each person's name, on the computer or printed list of members as they enter the meeting venue (which may be by video conference or a hybrid in person and video conference meeting), and provide ballot papers to those Green Party members eligible to vote. (See Secret Ballot clause 9.6.11.) The names of other persons attending will also be recorded on a register of attendees.

9.6.3. **Proxy vote**

No proxy votes are permitted and no ballot papers shall be marked until after all electorate candidate nominees present have spoken.

9.6.4. **Quorum**

The quorum for a contested candidate selection meeting is 10 Green Party members entitled to vote or 75% of members of the electorate, whichever is lesser. For non-contested selections the quorum is 5 Green Party members entitled to vote, or 75% of members of the electorate, whichever is the lesser.

9.6.5. **Ensure eligibility to participate**

Other Green Party members are entitled to be present as observers. Members of the public and the media may be admitted at the discretion of the Chairperson, after consultation with the CSMO.

9.6.6. **Select returning officers**

The Chairperson will appoint (or confirm the prior appointment of) a Green Party member(s) to be the returning officer or officers for the selection. Returning officers are not eligible to vote.

**9.6.7. Appoint Scrutineers**

The Chairperson will invite candidates to nominate scrutineers if they so wish. Each candidate is entitled to appoint one scrutineer.

**9.6.8. Explain the meeting and selection procedure**

The Chairperson shall introduce the electorate candidate nominees, introduce any other speakers and explain the selection procedure.

**9.6.9. Eligibility to speak**

9.6.9.1. Prior to discussion and voting, the following people are eligible to speak:

9.6.9.2. The Chairperson, the provincial Convenor(s), one or both of the Party Co-Convenors and Co-Leaders (if present), and the electorate candidate nominees. Any of these people, other than the electorate candidate nominees or the Chairperson, who wish to speak, should, if possible, advise the Chairperson prior to the meeting.

9.6.9.3. During the meeting, appropriate time (at the discretion of the Chairperson) may be given for any Green Party member from the electorate to speak if they so wish.

**9.6.10. Speaking time/order and questions**

9.6.10.1. All electorate candidate nominees must be given the same time to speak, with the order of speaking drawn by lot before the start of the meeting. While an electorate candidate nominee is speaking, the other electorate candidate nominees must retire to a place where they cannot hear the speech of another electorate candidate nominee.

9.6.10.2. Once an electorate candidate nominee has finished speaking, members present may ask questions of that electorate candidate nominee before other nominees return to the room. Question time shall be limited, with the same maximum for each candidate.

9.6.10.3. When all electorate candidate nominees have spoken, time shall be provided for members to put questions to all electorate candidate nominees present.

9.6.10.4. The Chairperson may rule any question out of order and bring any period of questioning to a close, at their discretion.

**9.6.11. Secret ballot**

9.6.11.1. The vote must be held once speaking and question time has concluded for all electorate candidate nominees. Each eligible Green Party member will vote by secret ballot for their preferred nominee using the Preferential Voting system (selecting a single candidate by STV as defined in [Part 2 of Schedule 1A of the Local Electoral Regulations 2001](#)).

9.6.11.2. Provision will be made on the ballot paper for Green Party members to cast a vote to “re-open nominations” indicating that they wish to vote for none of the candidates.

**9.6.12. Count votes/announce result**

The returning officer(s) counts the votes and supplies the information to the Chairperson. The Chairperson announces the result first to the candidates in private and then to the Electorate Candidate Selection Meeting.

**9.6.13. Procedure in the event of a draw**

9.6.13.1. In the case of a draw, the Chairperson shall open the floor for further discussion and questions to the candidates, and once further discussion and questions have finished, call for a re-vote.

9.6.13.2. If there is still a draw following the second vote, the Chairperson will close the meeting and the CSMO will recommence the selection meeting process from the two week mark, with a new meeting convened within 3 weeks. The procedures in clause 9.5 above must still be followed, with the exception of the media release.

9.6.13.3. In the event of two draws at a re-convened meeting also, the result will be determined by a fair coin toss by the Chairperson to determine the result between the two highest polling electorate candidate nominees.

**9.6.14. Procedure in the Event of Re-open Nominations being chosen**

Nominations will be re-opened if re-open nominations receives at least 25% of the valid votes cast.

9.6.14.1. In the case of Re-open Nominations being successfully voted for, the Chairperson will first advise the candidates in private and then advise the meeting that no candidate was successful and close the meeting. The procedures in clause 9.5 above must still be followed, with the exception of the media release.

9.6.14.2. The CSMO shall immediately recommence the selection procedures from the six week mark, unless exceptional circumstances, as determined by the CSEPC, prevail in which case a shorter time period and process may be determined to apply by the CSEPC.

**9.6.15. Other Business**

No other business shall be conducted as part of an Electorate Candidate Selection Meeting but such a meeting may be held immediately before or after a General Meeting.

**9.7. Conduct of Selection Meetings in electorates deemed by CSEPC in consultation with the appropriate local group to be geographically dispersed**

9.7.1. The relevant electorate/branch/province(s) may choose collectively to hold more than one selection meeting. The rules for an individual selection meeting apply, with all necessary modifications as determined by the CSEPC on a case by case basis, to such meetings and any aggregation of results.

- 9.7.2. The procedures for the conduct of selection meetings shall apply to each meeting except that all votes cast during the meetings shall be counted at the end of the final selection meeting within the electorate and no votes will be counted or results declared prior to that point.
- 9.7.3. All ballots from prior meetings shall be kept sealed by the CSMO until the count at the end of the final meeting, and the count will be of all valid votes cast in the electorate.

**9.8. Conduct of Selection Meetings in Electorates Designated as ‘Strategic’**

**9.8.1. Procedures for non-strategic electorates apply unless otherwise stated**

The procedures for a non-strategic electorate will apply unless this section provides alternative procedures. This includes the procedures for geographically-dispersed strategic electorates.

**9.8.2. CSMO may be appointed by CSEPC**

Where the Responsible Group does not wish to organise a selection meeting, the CSEPC shall appoint a CSMO.

**9.8.3. Candidate Selection is done by a panel**

In a strategic electorate, the candidate is chosen by a five person panel consisting of:

- 9.8.3.1. Two Green Party members chosen by the Green Party members in the electorate.
- 9.8.3.2. One Green Party member chosen by the province.
- 9.8.3.3. Two Green Party members chosen by Kaunihera
- 9.8.3.4. One of the two members chosen by Kaunihera shall be appointed to be the Chair of the selection meeting.

**9.8.4. Panel members make an independent decision**

The panel members shall not be bound by the bodies that appoint them.

**9.8.5. Selection Meeting chooses electorate representatives for Panel**

At the start of the meeting, those persons eligible to vote at a selection meeting will choose two electorate members to be members of the selection panel, using the procedures normally applied to select branch or electorate delegates. An electorate candidate nominee may not be a member of the selection panel.

**9.8.6. Ballot of Green Party members within the electorate will be held**

A ballot of Green Party members in respect of electorate candidate nominees will still be held. The results of the secret ballot of eligible Green Party members at a selection meeting will be provided to the Panel for their information but will not be announced to the meeting.

**9.8.7. Panel Decision-Making**

- 9.8.7.1. The panel should aim to achieve a consensus decision on an electorate candidate, but if that is not possible it shall make the decision on the basis of Preferential Voting (selecting a single candidate by STV as defined in

[Part 2 of Schedule 1A of the Local Electoral Regulations 2001](#)), with the alternate option of Re-Open Nominations, as in a normal selection meeting. If the panel votes, the ranking obtained from the secret ballot of eligible members will be counted as one vote.

9.8.7.2. The Panel shall meet in private at the Electorate Candidate Selection Meeting to determine its decision.

**9.8.8. Member Assemblies may withdraw a candidate from an Electorate for political reasons**

At any time up to the date of the general election, a Member Assembly may withdraw a candidate from standing in an electorate if, in the opinion of the Member Assembly, there are significant political issues relating to that electorate in the lead up to the election.

**9.9. Candidate selection for Māori electorates**

9.9.1. As stated in clause 5.30.4 of the Constitution, Te Rōpū Pounamu is responsible for the selection of candidates for the Māori electorates. Māori electorates will not be deemed as 'strategic electorates' for the purpose of candidate selection.

9.9.2. Te Rōpū Pounamu may adapt or modify the procedures for general electorates as may be necessary or appropriate for the Māori electorates, and shall inform CSEPC of any such adaptations or modifications.

**9.10. By-Elections**

9.10.1. The decision whether to contest a by-election shall be made jointly by Kaunihera and the local branch(es), which will be informed by feedback from Caucus.

9.10.2. If a by-election is contested, candidate selection will be by way of the Strategic Electorate procedures noted above with the following modifications.

9.10.3. The relevant electorate/branch/province(s) shall convene a special meeting of members within the electorate to select the electorate members of the Panel prior to nominations being opened. One of the electorate members on the panel shall be appointed as the CSMO.

9.10.4. There will be no Candidate Pool. Instead, the Panel shall be responsible for calling for nominations, interviewing nominees, and making any other inquiries the Panel sees fit. Once the nomination period has closed and the Panel has assessed any nominees the Panel will call a selection meeting, where a decision will be made using the procedures in 9.8.6 and 9.8.7. The Panel can speak, if they wish, at the start of the meeting about their assessment of the electorate candidate nominees based on their interview and inquiry process, which nominees can respond to during their speeches. .

9.10.5. The Panel will announce to the Green Party as whole via normal communication channels a time-line for the by-election candidate selection process as soon as practical, and will work closely with the relevant electorate/branch/province(s), and any campaign committee established for the by-election, in developing the timetable. For clarity, given the tight timeframes for a by-election, the timeframes for a non-strategic electorate do not apply to by-elections.

9.10.6. Where the by-election is in an electorate that is geographically dispersed, local members of the Panel may be selected through multiple meetings held in different parts of the electorate.

9.10.7. Where any time period relates to the date of general election, it will instead be taken to refer to the date of the by-election.

## 10. List Only Candidate Selection

10.1. All prospective List-only candidates must apply for and be admitted into the Candidate Pool before applying to be a List-only candidate.

10.2. The CSEPC is authorised to approve persons as List-only candidates once they have been approved for admission to the Candidate Pool.

10.3. All candidates who wish to be List-only candidates must apply to the CSEPC using the List-only Candidate Nomination and Intention form. They must be nominated by five members of the Green Party who are a member at the time of nomination and have been a member for a continuous period of six months or more since the date of the previous General Election. All nominators must declare they are prepared to act as referees and to actively support the candidate in the campaign.

10.4. A candidate may apply to the CSEPC to be a List-only candidate on any grounds, to be considered at CSEPC's discretion, subject to clause 10.8

10.5. Candidates are expected to provide reasons why they wish to be a list-only candidate in their application.

10.6. If a candidate wishes to be a list-only candidate due to their ability to campaign in a non-geographical sector or community of interest, they are expected, in addition to their application form, to provide evidence that they could campaign effectively within the relevant sector or community of interest.

10.7. A candidate will only be approved as a List-only candidate following an interview by the CSEPC. The CSEPC may use such information and make such enquiries as it sees fit in considering an application. The CSEPC must satisfy itself that:

10.7.1. The application is sound.

10.7.2. The candidate will make a positive contribution to the election campaign.

10.8. All applications for List-only status must be approved by the Campaign Committee, before the CSPEC makes a final decision on the application.

ENDS

# Appendix A

## Terms of Reference

### 2023 Candidate Selection and Electoral Processes Committee (“CSEPC”)

October 2022

These Terms of Reference, drafted in March 2022, and updated in May 2022, were originally written to conform to the party structures at that time. With the new Constitution passed at the Special General Meeting on April 30 and May 1 2022, they have been amended. The overall purpose, membership and responsibilities of the committee are largely unchanged, while the reporting and accountability functions have changed. This update was ratified by a Member Assembly after the new Constitution was filed with the Registrar of Incorporated Societies and came into force on 1 July 2022. The Terms of Reference were further amended at an October 2022 Member Assembly.

#### **Creation**

1. A Member Assembly has resolved to reconfirm the Candidate Selection and Electoral Processes Committee (“the Committee”) to:
  - 1.1. Review the Candidate Selection and List Ranking Procedures document and recommend any required changes to a Member Assembly.
  - 1.2. Implement the Candidate Selection and List Ranking Procedures as approved by the Member Assembly.
  - 1.3. At the end of the process, prepare reports for Kaunihera, the relevant campaign review committee(s) as appropriate, on the Green Party's Candidate Selection and List Ranking Procedures.
  - 1.4. All other responsibilities set out in this Terms of Reference.

#### **Status**

2. The committee is established by a Member Assembly and accountable to Kaunihera.
3. The committee will work to establish and maintain the trust of the Party through regular communications.
4. The CSEPC will go into recess following the acceptance of its report after the 2023 general election.

#### **Membership**

5. The Committee shall comprise of:
  - 5.1. A Party Co-Convenor.
  - 5.2. The Party Secretary.
  - 5.3. The Assistant Party Secretary

- 5.4. The Candidate Selection Process Administrator.
  - 5.5. The List Ranking Coordinator<sup>1</sup>, and
  - 5.6. At least four members appointed from the Party Membership.
6. At least two members/co-convenors of the Committee should have served on a previous CSEPC.
  7. Members of the Committee are not permitted to stand as a candidate in the 2023 general election.
  8. Once established, the Committee shall appoint two co-convenors from those of its members who are not members of the Committee based on their roles.

### **Decision-making**

9. As per the Constitution of the party, the Committee must strive to reach consensus for every decision. Only after reasonable attempts at seeking consensus can a vote be called.
10. All members of the Committee are able to vote if consensus cannot be reached.
  - 10.1. However the Party Co-Convenor is expected to abstain on decisions about applicant acceptance to the candidate pool, because of their involvement in the appeals process.
11. Quorum is all of the following:
  - 11.1. At least one of the co-convenors of the Committee.
  - 11.2. The Party Secretary or the Assistant Party Secretary.
  - 11.3. The Candidate Selection Process Administrator
  - 11.4. At least three of the members appointed under clause 5.6.
12. If quorum is not available during a meeting, a decision can be attempted 'in principle'.
  - 12.1. An 'in principle' decision must be confirmed by those members who were not present during the call.
  - 12.2. If consensus cannot be achieved within reasonable time following the inquorate meeting, the status quo remains.

### **Administration and Management**

13. The committee shall regulate its own processes but:
  - 13.1. should try to meet at least fortnightly by electronic means, and weekly as necessary during the regulated period of the campaign; and

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<sup>1</sup> The Current CSEPC rules refer interchangeably to the List Ranking Administrator (LRA) and List Ranking Coordinator. The List Ranking Coordinator may be one of the other named members of the Committee as per their Responsibilities set out below.



- 13.2. shall keep minutes of its meeting and make these available promptly to its members and to members of the Kaunihera should any member ask for them.
14. The committee shall appoint a secretary to undertake basic administrative tasks and minute taking.
15. The committee shall operate within its allocated budget but may submit a request for additional funds if circumstances change and warrant a reappraisal of its needs.
16. If the committee requires the Kaunihera or a Member Assembly to make a decision, the committee will produce a background paper within a reasonable period of time providing context for the proposal and relevant supporting information.

### **Reporting**

17. The committee will provide a written report to the Kaunihera, at least monthly.
18. The monthly report will include the following:
  - 18.1. An assessment of risks relating to the general election campaign and the committee.
  - 18.2. The state of the committee and its membership.
  - 18.3. The implementation progress of the committee's responsibilities.
  - 18.4. A summary of the progression of candidates through the selection process.
19. The Kaunihera reserves the right, from time to time, to amend both the required content and format of the committee's monthly reports.

### **Responsibilities**

20. To work with the General Manager to prepare a budget for the candidate selection and electoral processes.
21. To recommend a draft timetable for the candidate selection process for adoption by Kaunihera, and to report on its compliance.
22. The Committee has at any time the ability to recruit a list of candidate interviewers as necessary to enable an appropriate service to all nominees.
23. To ensure that interviewers are assigned (through the CSPA and the Committee co-convenors) for candidates for admission to the Pool.
24. To ensure effective communication with prospective candidates, and the Green Party at large, as to the procedures and timetables for candidate selection and other electoral processes and ensure individuals are well informed as to their progress through the various stages of the Candidate Selection and List Ranking Procedures.
25. To check in with members of the 2020 CSEPC if they have suggestions for how to improve the processes and documents that the Committee is responsible for reviewing and updating.
26. To ensure that the forms and documents referenced in the Candidate Selection and List Ranking Procedures are up to date and available to potential candidates.

27. To develop a series of Interview Questions based on Candidate Attributes as per the Candidate Selection and List Ranking Procedures, and ensure prospective candidates are interviewed for admission to the Candidate Pool.
28. To ensure feedback is sought from a prospective candidate's nominators, Province and Branch prior to their being interviewed and make such other inquiries, including from Caucus and Kaunihera, as may be appropriate in the view of CSEPC to ensure a determination can be made on the merits of each prospective candidate.
29. To ensure a determination is made on the merits of each prospective candidate and whether the person should be admitted to the Candidate Pool, in accordance with the requirements of the Candidate Selection and List Ranking Procedures.
30. To ensure that the List Ranking Information Booklet (Candidate Booklet) clearly outlining the procedures for electorate candidate selection and the list ranking process and timetable is prepared and distributed within good time. The development of the booklet must be guided by principles/expectations based on consultation with the Party, and then approved by Kaunihera
31. To oversee the processes for selection of electorate candidates from the Candidate Pool, providing support and advice to electorates and ensuring compliance with the Candidate Selection and List Ranking Procedures.
32. To oversee the process for the selection of List-Only candidates and make decisions on the approval of such candidates, in accord with the Candidate Selection and List Ranking Procedures.
33. To recommend to Kaunihera an existing member of CSEPC or another Green Party member for appointment to the role of List Ranking Coordinator to organise the list voting processes.
34. To oversee the preparation of a Final Party List in accordance with the Candidate Selection and List Ranking Procedures, and to be approved by a Member Assembly.
35. To work with the relevant body responsible for overseeing the general election campaign ("the Campaign Committee") to coordinate and organise the candidate selection aspects of any campaign conference.
36. To coordinate the announcement of the Final Party List, at a time and in a manner to be determined by the Campaign Committee.
37. To coordinate with the Party Secretary to meet Electoral Commission deadlines for lodging nominations and party list and/or withdraw any nominations.
38. To coordinate with Inclusive Greens to support candidates to access the Electoral Commission's Election Access Fund.
39. To undertake such other candidate selection and electoral process tasks as may from time to time be determined by Kaunihera and to make such timely recommendations to Kaunihera or Member Assembly as CSEPC may feel are necessary for it to complete its role.

#### **Powers**

40. In carrying out its duties, the committee may

- 40.1. Co-opt any member(s) of the Party as a full member of the committee to assist with any of the responsibilities of the committee.
- 40.2. Delegate any function to a provincial or branch level as appropriate.

### **Relationships**

41. CSEPC will work closely with the:
  - 41.1. Campaign Committee, and
  - 41.2. Campaign Scribe, and
  - 41.3. Community Development Manager or equivalent.
42. CSEPC will oversee and support the work of the:
  - 42.1. Candidate Selection Process Administrator, and
  - 42.2. List Ranking Coordinator.
43. CSEPC will ensure effective two-way communication with:
  - 43.1. People registering interest in being candidates.
  - 43.2. People interviewing potential candidates;
  - 43.3. Candidates in the Candidate Pool.
  - 43.4. Electorates, provinces, branches and networks.
  - 43.5. The Inclusive Greens network
  - 43.6. Local, provincial, and national campaign teams
  - 43.7. Kaunihera, and
  - 43.8. A Member Assembly when and if required.

### **Conflicts of interest**

44. The committee shall adhere to the Party's Conflict of Interest Policy, which shall be provided to the committee.

# Appendix B

## Candidate Attributes

### General characteristics we are looking for across the candidate pool

Across our pool of candidates we aspire to have a representative group of New Zealanders. Diversity is part of our value as a Party and is strategically important to our election campaign. In particular we encourage members of the following groups to apply to be candidates:

- Māori, Pasifika, Asian and other non-Pakeha New Zealanders;
- Disabled people;
- Rainbow people;
- Young New Zealanders ( 30 and below)
- New Zealanders who come from communities and sectors that are not immediately associated with the Greens in the minds of voters.

### Specific attributes we are looking for in each candidate

Candidates are the public voice of the Party and may be elected to Parliament. Their character and achievements must bear a high-degree of scrutiny, and they must be suitably prepared in terms of personality and experience to survive the rigour of the campaign, and, possibly, Parliament. The following candidate attributes are important for campaign strategy but may be attributes that some candidates have a commitment to achieving rather than already having competency in:

- A person of integrity who is committed to the principles in the Green Charter.
- A sound understanding of the articles of Te Tiriti o Waitangi and their relevance to Green Party work.
- Openness to building relationships with mana whenua and other Māori communities.
- Demonstrated leadership ability in local communities (geographical, lived experience, or interest) and a track-record in motivating and building teams.
- Excellent communication skills
- Willingness to communicate with diverse groups regardless of socio-economic status, ethnicity , gender identity, sexuality, or ability.
- Ability to articulate a vision/plan of the goals the Green Party wants to achieve by being in Parliament
- Team-focus that includes the ability to follow a plan and participate in a wider effort.
- Professional skills and background in our core areas of social justice, equity and climate action.

ENDS

# Appendix C

## List Adjustment Procedure

### Definitions for this Appendix

**Working List:** The list used to build up the Final Adjusted List. At the end of the process the working list will be the adjusted list to be sent to the leadership group.

**Source List:** The list as determined by a vote of the membership.

**Maximum length:** The maximum number of candidates that will be ranked.

**Highest Ranking:** Candidates that are closest to the front of the list are the highest ranked. The first 6 are the smallest group who will become MPs if the Green Party makes it to 5%.

**Balanced:** A list is balanced if it meets all the balance criteria.

### List Adjustment Procedure:

#### **Step 1)**

Start with an empty Working List.

#### **Step 2)**

If the working list is at maximum length go to step 3.

Consider the following 3 lists created by adding one candidate to the end of the working list. The three candidates are:

- (a) The candidate on the source list with the highest ranking that is not on the Working List
- (b) The candidate on the source list with the second highest ranking that is not on the Working List.
- (c) The candidate on the source list with the third highest ranking that is not on the Working List.

If (a) is balanced then (a) is made the working list and return to start of step 2.

If the position of the candidate, moved from source to Working List to create (a), is two places from their position in source list then (a) is made the working list and return to start of step 2.

If (b) is balanced then (b) is made the working list and return to start of step 2.

If (c) is balanced then (c) is made the working list and return to start of step 2.

None of (a), (b) and (c) are balanced.

Consider each criteria in the order Māori, Gender, Pasifika, Disability, Region then Youth.

When calculating percentages, the number required to meet that percentage is determined by multiplying the length of the working list by the appropriate percentage and then rounding down to the nearest whole number.

If for any criterion only one list meets it make that list the working list and return to start of step 2.

If only two lists meet the criterion discard the third and proceed to the next criterion.

If all three lists meet the criterion proceed to the next criterion.

If no lists meet the criterion consider how close (as defined below) each list is to meeting the criterion.

If one list is closer than the other two then make it the working list and return to start of step 2.

If two lists are equally close, and closer than the third, discard the third and proceed to next criterion.

If all three lists are equally close proceed to next criterion.

After exhausting all criteria, if a list has not been selected, select (a) before (b), (b) before (c), and (a) before (c). Make the selected list the working list and return to start of step 2.

### **Step 3)**

Add each candidate on the source list that is not yet on the Working List to the Working List. This should be done so that candidates added in this step are ranked in alphabetical order.

### **Closeness**

Comparing lists (A) and (B)

Defined for lists that do not meet the criterion under consideration.

Māori: (A) is closer than (B) if (A) has more Māori on it.

Gender: (A) is closer than (B) if (A) has more women on it .

Pasifika: (A) is closer than (B) if (A) has more Pasifika on it.

Disability: (A) is closer than (B) if (A) has more Disabled People on it.

Region: (A) is closer than (B) if (A) has more South Islanders on it..

Youth: (A) is closer than (B) if (A) has more Youth on it.

ENDS

# Appendix D

## October 2022: Candidate Code of Conduct

The purpose of these guidelines is to:

- create an awareness of the expectations the Green Party has for ALL candidates
- protect candidates from embarrassing or unwanted events and situations
- ensure the Party has trust in its representatives during elections

The guidelines lay out appropriate conduct for candidates representing the Green Party publically, in general, local and special elections as well as internal positions which attract media attention.

These guidelines include the procedures to be followed in cases of inappropriate conduct.

- Complaints about misconduct by a candidate can be made to the Complaints Committee by giving written notice of the complaint to the Party Secretary.
- Instances of inappropriate conduct involving general election candidates should also be notified immediately to the Convenor(s) of the Candidate Selection and Electoral Process Committee, the Campaign Manager/Director, and the Convenors of the Campaign Committee. Serious cases may also involve Party Co-convenors and Party Co-Leaders.
- Instances of inappropriate conduct involving local body candidates should also be highlighted immediately to the relevant local Candidate Organiser and, if appropriate, the Co-Convenors of the Local Government Caucus and the Party Co-convenors.

**In general**, any Green Party candidate is publically representing the whole party.

Therefore, it is expected that ALL shall:

1. Uphold the Charter of the Green Party of Aotearoa New Zealand.
2. Follow these guidelines for appropriate conduct.
3. As early as possible, use the existing mechanisms and institutions of the Green Party as appropriate (for example individual Campaign Teams, Campaign Committee, Campaign Manager/Director or Campaign Staff designated to candidate pastoral care, fellow candidates, training etc) for the resolution of minor problems.

### **Appropriate conduct**

Where potential candidates have concerns about their ability to act in a publically respectful and lawful manner they should carefully consider whether becoming a candidate is appropriate for them. Advice should be sought from the party.

It is expected that Green Party candidates will:

1. Conduct themselves in a way which will uphold the good name of the Party and will not bring it into disrepute.
2. Understand that what they do as private individuals during a campaign may be seen as acting



on behalf of the Party and act accordingly.

3. Carry out candidate duties in an efficient and competent manner
4. Uphold Te Tiriti o Waitangi and the Green Party's Te Tiriti partnership obligations
5. Treat each other and all contacts with courtesy and respect and refrain from commenting *negatively* in the media about fellow Green Party candidates, the Party or its processes.
6. Treat all members of the public respectfully. Respectful conduct takes account of cultural, emotional, intellectual, religious, physical, gender identity, and sexual orientation considerations and family circumstances.
7. Act with fairness and integrity and do not abuse the advantage of having a public audience.
8. Abide by all financial instructions given by the Campaign Team (or appropriate authority) and not enter into any contracts, verbal or written, on behalf of the party or create bank accounts linked to your term as a candidate without General Manager approval.
9. Keep confidential all information relating to Green Party business and campaign planning and strategy
10. Have a good working knowledge of Green Party Policy. Never attempt to make Policy up on the spot in any circumstance, or to promise new Policy in the future. 'I will check that and get back to you' is the only response appropriate when you are unsure. Always check appropriate Policy before attending specific meetings (e.g. Education Policy before attending a talk organised by the PPTA). Be mindful and up to date with any new Policy releases during an election campaign.
11. Use Green Party property, digital resources, and contact information strictly according to Green Party privacy policy, rules and campaign staff instructions with care and diligence, and not for personal use.
12. Be conscious about the possibility of allowing personal relationships to develop into a potential conflict of interest or awkwardness. Where a personal relationship exists, for example with person(s) involved in opposing campaigns, this must be acknowledged and care taken to ensure that integrity is not compromised.
13. Identify any conflict with others (especially the public) as the conflict arises. Deal constructively with the people directly where possible and always report this to the Campaign Manager/Campaign Team for their awareness.
14. Stick to the dates you have been provided by the Campaign Team and Party. Where financial or other information is due on particular dates - make sure you are early!
15. Promptly disclose any historical information which could bring the Party into disrepute to the Candidate Selection and Electoral Process Committee.
16. Follow all rules, pledges and instructions given to you by the Party. Where there is any concern about breaking these rules the candidate must in the first instance contact the Campaign Manager/Director. This is to ensure that the matter is dealt with properly immediately, and that all involved have the support and advice they need for any necessary action. The candidate is NOT responsible for deciding whether a breach of these rules is serious or not and must understand that is the job of the Campaign Team.

**Procedures for dealing with instances of inappropriate conduct:**

If misconduct is serious, potentially damaging to the Party, or inappropriate conduct reoccurs, the Complaints Committee or a Member Assembly may: :

- Suspend the candidate from the Candidate Pool pending an investigation.
- Remove the candidate from the Candidate Pool.
- Make other directions as appropriate..

Any person who is alleged to have conducted themselves inappropriately is entitled to have representation and/or support in the event that the conduct is investigated.

Any action taken, even a verbal warning, should be recorded in writing on the candidate's file.

The consequences may be more serious in the event the candidate has neglected to disclose a breach of this code or attempted to hide such an event/issue.

ENDS