



# **Candidate Selection and List Ranking Procedures**

Version Date: 25 March 2025

Approved by a Member Assembly

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# Section A: Introduction to Candidate Selection and List Ranking Procedures

## 1. The Candidate Selection and List Ranking Procedures

- 1.1. The Procedures set out the Green Party of Aotearoa New Zealand Incorporated ('Green Party')'s rules to select and list rank parliamentary Candidates.

## 2. Definitions

Terms used in these Procedures have the meanings given in Section G unless stated otherwise.

## 3. Interpretation

- 3.1. The Candidate Selection and Electoral Process Committee ('CSEPC') is responsible for interpreting these Procedures.
- 3.2. To the extent that it is possible, these Procedures should be interpreted consistently with Te Tiriti o Waitangi and the Green Party Charter.
- 3.3. Balancing Criteria Defined.
  - a. The Balancing Criteria are criteria to help achieve representation of different lived experiences across the Green Party's Candidate Lists.
- 3.4. The Balancing Criteria are in priority order.
  - a. Māori - a minimum of 20% of Candidates should be of Māori descent, defined on the basis of the stated whakapapa on their Parliamentary Candidate Pool Declaration and Nomination form.
  - b. Gender - a minimum of 40% of Candidates should be women, defined on the basis of the answer to the open question on the Parliamentary Candidate Pool Declaration and Nomination form.
  - c. Pasifika - a minimum of 10% of Candidates should be Pasifika, defined on the basis of the answer to a yes or no question on the Parliamentary Candidate Pool Declaration and Nomination form.
  - d. Disability - a minimum of 10% of Candidates should be disabled, defined on the basis of the answer to a yes or no question on the Parliamentary Candidate Pool Declaration and Nomination form.
  - e. Region - a minimum of 20% of Candidates should be from Te Waipounamu/ South Island, defined on the basis of residential address on the Deadline for List Ranking Eligibility.
  - f. Age - a minimum of 10% of Candidates should be 30 and under, defined as age on the date the application process for Candidate Pool for list ranking purposes closes.



- g. Rainbow - a minimum of 10% of Candidates should be from the Rainbow community, defined on the basis of the answer to a yes or no question on the Parliamentary Candidate Pool Declaration and Nomination forms.

#### **4. Status of this Section**

- 4.1. This Section applies to all other sections of the Procedures.
- 4.2. Where something in another section conflicts with something in this Section, this Section will be overridden.

#### **5. Kaunihera sets the Timetable**

- 5.1. On the recommendation of CSEPC, Kaunihera must set the Timetable for the Candidate Selection and List Ranking process ('Timetable'), including the date for opening Candidate Pool applications.
- 5.2. Kaunihera may change the Timetable if they inform all Members of any change with reasonable notice before it applies.
- 5.3. Kaunihera may change a date in the Timetable even after the date has passed, if doing so is in the interests of fairness or the effective running of the candidate selection and list ranking process.
  - a. CSEPC must inform Members of the Timetable by publishing it on the Members' website.
- 5.4. Unless specified, the last time to do something is 11.59pm on the relevant date.

#### **6. Kaunihera approves key documents**

- 6.1. On the recommendation of CSEPC, Kaunihera must set the following, the:
  - a. Ideal Candidate Attributes;
  - b. Parliamentary Candidate Pool Declaration and Nomination form, which may include any requirements of Applicants;
  - c. Delegate Appointment Form;
  - d. Voting Consultation Form;
  - e. Electorate Candidate Nomination Form;
  - f. Delegate List Decision Meeting Declaration Form;
  - g. Notice of Electorate Candidate Selection Meeting Form.
- 6.2. The Ideal Candidate Attributes are a list of particularly desirable strengths, experiences, commitment and balance being sought in Green Party Candidates for the parliamentary Elections, written by CSEPC after consulting with the Campaign Committee.

#### **7. Kaunihera may appoint certain roles**

- 7.1. On the recommendation of CSEPC, Kaunihera may appoint the:

- a. Candidate Selection Process National Coordinator ('National Coordinator'), and any assistants, who administer the candidate and electorate selection processes;
  - b. List Ranking Administrator ('List Administrator') who is responsible for the administration of the list ranking process.
- 7.2. The National Coordinator and List Administrator are voting members of CSEPC.
- 7.3. CSEPC is responsible for ensuring that the National Coordinator, assistants of the National Coordinator, and List Administrator do not have conflicts of interest.

## **8. Kaunihera may appoint List Ranking Returning Officers**

- 8.1. On the recommendation of CSEPC, Kaunihera may appoint Returning Officers in relation to the Delegate or Members' List votes.
- 8.2. A Returning Officer is responsible for:
  - a. Distributing, receiving, and processing voting papers;
  - b. Providing results to the Party Secretary;
  - c. Providing voting statistics, including turnout, to the Party Secretary;
  - d. Maintaining confidentiality throughout the voting and vote counting process;
  - e. Destroying voting papers as instructed by CSEPC.
- 8.3. Returning Officers may be external agents (such as data processing firms) or appropriate Members of the Party.
- 8.4. CSEPC is responsible for ensuring Returning Officers do not have conflicts of interest.

## **9. Conflicts of interest**

- 9.1. No Candidate or Applicant can participate in decision making in relation to entry to the Candidate Pool.
- 9.2. As an exception to clause 9.1, a Māori Co-Leader may participate in the decision making of Te Ohu Kaimahi in relation to the Candidate Pool once they have been accepted into the Candidate Pool.
- 9.3. No person can participate in information gathering or decision making in relation to the application of a spouse, civil union partner, de facto partner, child, parent, grandparent, grandchild, sibling, nephew, niece, uncle, aunt, or first cousin.

## **10. Record keeping**

Copies of all records relating to the candidate selection and list ranking process will be kept by the Party Office.

## Section B: The Candidate Pool

### Summary

- The Candidate Pool is the group of Members who can stand for the Green Party during an Election.
- Members must be nominated by five other Members.
- CSEPC or Te Ohu Kaimahi, as applicable, will decide on the application.
- A lot is expected of Candidates, and the application process is robust – but fair.
- If there are problems, a Candidate can also be removed from the Candidate Pool.

### 11. CSEPC keeps a list of Candidates called the Candidate Pool

- 11.1. CSEPC must keep a list of all Green Party Members who are approved to stand for a Parliamentary seat, known as the Candidate Pool. The Candidate Pool includes Candidates wishing to be list-ranked only, for electorates in the General Election, and for an electorate in a by-election.
- 11.2. CSEPC must manage the candidate process in a way that is effective, efficient, and fair to all participants including Applicants, Candidates, Members and volunteers.
- 11.3. Candidates remain in the Candidate Pool from the date of their acceptance until:
  - a. The application process for the Candidate Pool is opened for the next General Election; or
  - b. They stop being a Member for a continuous period of 12 months; or
  - c. They withdraw themselves by informing CSEPC; or
  - d. They are removed from the pool by CSEPC.

### 12. Eligibility Criteria for the Candidate Pool

- 12.1. Applicants and Candidates must be:
  - a. A Member;
  - b. Able to be enrolled on the electoral roll by the Electoral Commission's nomination deadline; and
  - c. Able to be a New Zealand citizen by the Electoral Commission's nomination deadline.
- 12.2. CSEPC may set extra requirements for an Applicant who has not been a Member for at least six months when they apply.
- 12.3. Applicants and Candidates must not be:
  - a. A member of CSEPC;
  - b. A member of Kaunihera, other than a Co-Leader.

## Application Process

### **13. Applicants must be nominated by five Members**

- 13.1. An Applicant must be nominated by five Members (each a 'Nominator'), including at least three who at the time of the application are each members of at least one out of:
- a. The same province as the Applicant; and/or
  - b. The same Lived Experience Network as the Applicant; and/or
  - c. Te Rōpū Pounamu if the Applicant is a member of Te Rōpū Pounamu.
- 13.2. Nominators must provide Applicants with their:
- a. Membership ID;
  - b. Contact email address; and
  - c. Contact phone number.
- 13.3. Nominators must support the Applicant being accepted into the Candidate Pool.
- 13.4. Nominators must have been Members for a continuous period of six months or more since the previous General Election.
- 13.5. Current members of CSEPC and employees of the Green Party, Department of Internal Affairs' Ministerial Services branch, or Parliamentary Services may not be Nominators.

### **14. Applications and nominations to be submitted to CSEPC**

- 14.1. Applicants must submit:
- a. A completed Parliamentary Candidate Pool Declaration and Nomination form;
  - b. A current and relevant Curriculum Vitae for CSEPC to consider;
  - c. A contact email address;
  - d. A contact phone number; and
  - e. Any other information required by CSEPC.
- 14.2. The Parliamentary Candidate Pool Declaration and Nomination Form must include a declaration that the Applicant has confirmed their Nominators are willing and eligible to nominate them.

### **15. Applicants must disclose relevant information**

An Applicant must proactively disclose information which might impact their candidacy, or bring the Green Party into disrepute.

### **16. CSEPC to gather further information on Applicants**

- 16.1. CSEPC must gather further information on an Applicant before the decision making process.

- 16.2. CSEPC must decide the appropriate level of scrutiny for each Applicant and may consider any information that it deems relevant.
- 16.3. CSEPC must seek feedback on an Applicant from:
  - a. An Applicant's Nominators; and
  - b. An Applicant's branch and province; and
  - c. The Party's Lived Experience Networks; and
  - d. Te Ohu Kaimahi.
- 16.4. CSEPC must interview Applicants and may gather information on the Candidate from other sources, including:
  - a. Requesting documents or references from the Candidate;
  - b. Information freely available including on the internet;
  - c. Seeking feedback from any other people or groups deemed appropriate by CSEPC;
  - d. Other appropriate sources decided by CSEPC.
- 16.5. CSEPC is not required to share feedback on an Applicant or references with that Applicant.
- 16.6. Applicants must help CSEPC to gather information.
- 16.7. Where requested by CSEPC, Applicants must give permission to access relevant information held by third parties, including Government agencies.

## Decision Making

### **17. Te Ohu Kaimahi and CSEPC may admit Applicants to the Candidate Pool**

- 17.1. Te Ohu Kaimahi may accept or decline an application for entry into the Candidate Pool for an Applicant who has identified as Māori on their Parliamentary Candidate Pool Declaration and Nomination Form.
- 17.2. CSEPC may accept or decline an application for entry into the Candidate Pool for all other Applicants.

### **18. Decision making process for admitting an Applicant to the Candidate Pool**

- 18.1. Once CSEPC is satisfied that it has completed its information gathering activities, it must:
  - a. Decide whether to approve or decline the application for entry into the Candidate Pool; or
  - b. For Applicants who have identified as Māori on their Parliamentary Candidate Pool Declaration and Nomination Form, consult with, and then make a

recommendation to Te Ohu Kaimahi, which must then decide whether to approve or decline the application for entry into the Candidate Pool.

- 18.2. Before deciding to approve an application the decision maker must:
- a. Positively determine that the Applicant has the necessary skills, attributes, knowledge and experience to be a Candidate; and
  - b. Ensure that there are no negative factors that would exclude a Candidate from the Candidate Pool.
- 18.3. CSEPC must inform the Applicant of:
- a. the decision; and
  - b. if the Applicant is declined, the Dispute Resolution section of the Constitution.

### **19. CSEPC may suspend or remove a Candidate from the Candidate Pool**

- 19.1. CSEPC may remove a Candidate from the Candidate Pool at any time if, after following a fair process, it has reasonable grounds to believe that:
- a. A Candidate is not suitable to be a Candidate based on new information received; or
  - b. There has been repeated misconduct by the Candidate; or
  - c. There has been serious misconduct by the Candidate.
- 19.2. Before deciding to remove a Candidate from the Candidate Pool, CSEPC must offer the Candidate a right of response.
- 19.3. CSEPC may suspend a Candidate from the Candidate Pool on an interim basis pending a final decision.
- 19.4. Before making a final decision CSEPC must consult with the Party Co-Leaders.
- 19.5. The Kaiwhakahaere must be provided with all relevant information and must endorse any final decision to remove a Māori Candidate from the Candidate Pool for it to be valid.
- 19.6. Removal includes removing the Candidate from any current version of the list and as the Candidate selected for any Electorate.
- 19.7. Once CSEPC has decided to remove a Candidate, it must inform the Candidate within 72 hours of:
- a. The decision;
  - b. The Dispute Resolution section of the Constitution.

## Privacy and Confidentiality of information

### **20. Assessment information may be shared by CSEPC**

- 20.1. Information provided by Applicants as part of their application is confidential but may be shared by CSEPC to the extent that it is necessary to fulfil its responsibilities, including seeking feedback and gathering information.

### **21. Candidate information may be shared by CSEPC**

- 21.1. Information held by CSEPC about a Candidate may be shared with Delegates and/or Members; if:
- a. The information is not Private Medical Information; and
  - b. CSEPC believes the information is relevant to the list ranking decisions of Delegates and/or Members; and
  - c. CSEPC informs the Candidate at least 48 hours before it shares the information with Delegates and/or Members; and
  - d. Candidates are given the opportunity to provide a statement with any information they disagree with.

## Withdrawing from the Candidate Pool

### **22. Applicants and Candidates may withdraw**

- 22.1. Any Applicant who is being considered for the Candidate Pool, or a Candidate accepted into the Candidate Pool may withdraw by informing CSEPC by email.
- 22.2. An email requesting to be withdrawn is irrevocable.
- 22.3. CSEPC must give effect to the withdrawal as soon as practicable after receiving the email.

# Section C: Processes for General Elections

## Part 1: List Ranking Processes

A Quick Guide to the Different Lists:

- **Delegate List:** The list of Candidates ordered by Delegates using an electronic voting process after the Candidate Conference closes. Candidates have a chance to withdraw before this list is made available to Members.
- **Members' List:** The list of Candidates ordered by Members using an electronic voting process. This list is only made available to a Member Assembly.
- **Adjusted Members' List:** The list of Candidates ordered by Members and adjusted to meet the Balancing Criteria. This list is only made available to a Member Assembly.
- **The Final List:** The list of Candidates approved by a Member Assembly after considering the Members' List and the Adjusted Members' List, with the restriction that no Candidates may move more than two places from the Members' List. Candidates have a chance to withdraw before this list is made available to Members.
- **The Official Party List:** The list which the Party Secretary submits to the Electoral Commission. It is the same as The Final List with any additional non-list ranked Candidates placed at the end in alphabetical order.

### General Provisions

#### **23. Co-Leaders to be automatically list ranked**

- 23.1. A Co-Leader will be automatically list ranked at 1 or 2 on all versions of the Party List if:
- a. They complete their application to be in the Candidate Pool by the Deadline for List Ranking Eligibility; and
  - b. They are accepted into the Candidate Pool.
- 23.2. If there is only one Co-Leader in the Candidate Pool they will be ranked 1 on the Party List.
- 23.3. If there are two Co-Leaders in the Candidate Pool they will be ranked in the following order:
- a. The Māori Co-Leader will be ranked 1 and the non-Māori Co-Leader will be ranked 2; or
  - b. If both Co-Leaders are Māori, the Co-Leader who has been Co-Leader for the longer period of time will be ranked 1 and the other Co-Leader will be ranked 2; or



- c. If both Co-Leaders are Māori and were elected Co-Leader at the same time, then a randomised process will decide who will be ranked 1 and who will be ranked 2.
- 23.4. A Co-Leader may opt-out of the list ranking process entirely by informing CSEPC.
- 23.5. If there is a change in Co-Leader(s) between the Deadline for List Ranking Eligibility and the deadline for the Official Party List to be submitted, any new Co-Leader(s) will be ranked according to the above clauses.
- 23.6. A Co-Leader who leaves that role (a “Former Co-Leader”) between the Deadline for List Ranking Eligibility and the deadline for the Official Party List to be submitted must inform CSEPC if they want to be on the Official Party List within a week of them no longer being Co-Leader.
- 23.7. If a Former Co-Leader under the above clause does want to be on the Official Party List:
  - a. The Party Co-Convenors must call a Member Assembly; and
  - b. CSEPC must provide advice to the Member Assembly; and
  - c. The Member Assembly must decide:
    - i. Whether the Former Co-Leader should be ranked; and
    - ii. If so, what rank the Former Co-Leader should have on the latest List.

#### **24. Applicants must notify CSEPC that they wish to be list ranked**

- 24.1. Before the Deadline for List Ranking Eligibility, a Member who wishes to be list ranked must:
  - a. Apply for the Candidate Pool; and
  - b. Indicate on the Candidate Pool Declaration and Nomination form that they wish to be list ranked.
- 24.2. Only Candidates who have applied by the Deadline for List Ranking Eligibility may be included in the ranked section of the Party List.

#### **25. Candidates may withdraw from the list**

- 25.1. Any Candidate who is being considered for list ranking and no longer wishes to be list ranked, but wishes to remain in the Candidate Pool, may withdraw by informing CSEPC by email.
- 25.2. An email requesting to be withdrawn is irrevocable.
- 25.3. CSEPC must give effect to the withdrawal as soon as practicable after receiving the email.
- 25.4. If a person withdraws from the Delegate List, the Members’ List, or the Final List, each Candidate ranked below that person will move up one ranking place on that list.

## Subpart 1: The Delegate List

### Quick Summary

- Electorates and Lived Experience Networks appoint Delegates to attend Candidate Conference on their behalf.
- Delegates must attend the Candidate Conference and meet all the Candidates for List Ranking to assess them.
- Candidates for List Ranking must attend the Candidate Conference.
- Delegates report back to Electorates and Lived Experience Networks about the Candidate Conference.
- Electorates and Lived Experience Networks may tell Delegates how to vote on their behalf.
- Delegates vote by ranking all Candidates. All Delegate votes are counted using a Single Transferable Vote process to create the Delegate List.

### 26. Party Delegates vote on the initial version of the Party List

Delegates representing Electorates and Lived Experience Networks will assess Candidates and vote to create an initial Candidate list called the Delegate List.

### 27. Candidate Conference to inform the Delegate List

- 27.1. A Candidate Conference will be held to allow Candidates to receive training and Delegates to meet and assess Candidates for list ranking purposes.
- 27.2. The Party Co-Convenors are responsible for organising the Candidate Conference.
- 27.3. The Party Co-Convenors may delegate any responsibilities for the organisation of Candidate Conference to any staff or volunteers.
- 27.4. The Party Co-Convenors, or any staff or volunteers who have delegated responsibility, must consult with CSEPC on the processes to help Delegates assess Candidates.

### 28. Attendance at the Candidate Conference is compulsory

Attendance at Candidate Conference is compulsory for all Candidates seeking list ranking and for the Co-Leaders.

### Delegates and Proxies

### 29. Allocation of Delegates to Candidate Conference

- 29.1. Each Electorate is entitled to the same number of Delegates to the Candidate Conference as they are entitled to under the Constitution for the Green Party's General Meetings.

29.2. The Delegate entitlement will be based on the number of current financial Members in each electorate on the last business day that is 11 weeks before the start of the Candidate Conference.

29.3. Additionally, each Lived Experience Network is entitled to two Delegates.

### **30. Delegates must attend Candidate Conference**

In order to be eligible to vote on the Delegate List, Delegates and Proxy Delegates must attend the parts of Candidate Conference dedicated to assessing the Candidates.

### **31. Eligibility to be a Delegate to Candidate Conference**

31.1. Delegates must:

- a. Be a Member;
- b. Maintain their membership until the conclusion of the Delegate voting process; and
- c. Be registered in the electorate which they are appointed to represent, or must be a member of the Lived Experience Network they are appointed to represent;
- d. Not be a Candidate or member of CSEPC.

31.2. No Member may be a Delegate for more than one Lived Experience Network at a time.

31.3. A Delegate for a Lived Experience Network may also be a Delegate for a maximum of one Electorate.

### **32. Process for appointing Delegates to Candidate Conference**

32.1. Groups must appoint Delegates at a Delegate appointment meeting which is:

- a. Notified to Members at least two weeks in advance; and
- b. Follows the procedures for General Meetings of the relevant Groups.

32.2. Delegates should be chosen for their sound judgement and knowledge.

32.3. A Group must complete a Delegate Appointment Form which states:

- a. The Delegates that have been appointed;
- b. Any alternate Delegates that have been appointed; and
- c. The requirements of clause 31 have been met.

32.4. The Delegate Appointment Form must be signed by:

- a. At least five members of the Group, or 75% of the Group if there are less than five members in the Group;
- b. In the case of Delegates for Māori electorates, at least five members of Te Rōpū Pounamu, including at least one Kaiwhakahaere.

### **33. Process for appointing of a Proxy to Candidate Conference**

- 33.1. An Electorate may appoint a Proxy from outside their electorate to attend in the place of an electorate Delegate.
- 33.2. A Proxy must meet the same eligibility requirements as a Delegate, except they must not be from the electorate they are representing.
- 33.3. Any individual can hold only one proxy vote.
- 33.4. A Lived Experience Network may not appoint a Proxy.

### **Delegate List Voting Procedure**

#### **34. Delegate List to use a Ranked Choice Vote system**

- 33.1 Delegates must rank all Candidates.
- 33.2 The vote counting process is in Appendix IV.

#### **35. Groups must hold a Delegate List Decision Meeting**

- 35.1. As soon as possible after Candidate Conference Groups must hold a Delegate List Decision Meeting.
- 35.2. Groups should provide advance notice of any meeting so that meetings occur as soon as possible after the Candidate Conference and before the closing date for the Delegate List vote.
- 35.3. The Delegate List Decision Meeting must be attended by at least one Member that attended the Candidate Conference as a Delegate or Proxy.
- 35.4. Each Group, Delegate and Proxy should take into account the need for a range of strengths and experience on the list, as well as the Balancing Criteria.
- 35.5. A Delegate List Decision Meeting may instruct a Delegate or Proxy how to vote on the Delegate List, either in whole or in part.

#### **36. Delegate List Decision Meeting Declaration to be provided to CSEPC**

- 36.1. Any decisions of the Delegate List Decision Meeting must be recorded in the minutes of the meeting and accompanied by a declaration that:
  - a. A properly notified meeting was held; and
  - b. The minutes are a true record of the decision(s) made by the meeting participants as informed by wide consultation within the Group; and
  - c. The Group's Delegates and Proxies have confirmed their vote will reflect the decisions made by the Group.
- 36.2. The declaration must be signed by:

- a. For general electorates, or Lived Experience Networks, at least five members of the Group, or 75% of the Group if there are less than five members in the Group.
- b. For Māori electorates, at least five members of Te Rōpū Pounamu, including at least one Kaiwhakahaere.

36.3. The Group's Convenor(s) must provide a copy of the declaration to CSEPC.

### **37. Process for voting on the Delegate List**

- 37.1. Voting will begin on the Start of Delegate List Voting Date, with voting papers being distributed electronically to Delegates and Proxies.
- 37.2. Delegates and Proxies must not vote until after the Group they represent has held its Delegate List Decision Meeting.
- 37.3. Each voting paper must reflect the decision made by the Group at the Delegate List Decision Meeting.
- 37.4. Delegates and Proxies must provide confirmation of their vote to the relevant Group if requested.

### **38. Responsibilities of CSEPC after the close of Delegate List Voting**

After the close of voting for the Delegate List, CSEPC is responsible for:

- a. Satisfying itself that the vote has been correctly conducted;
- b. Calculating the Delegate List;
- c. Updating the Delegate List if a Candidate withdraws;
- d. Retaining all voting papers for the Delegate List until the Official Party List has been submitted to the Electoral Commission, and then destroying them.

### Communicating the Delegate List rankings

### **39. Candidates to be informed of their Delegate List ranking**

- 39.1. CSEPC must inform Candidates of:
  - a. Their Delegate List ranking position; and
  - b. The deadline and process for withdrawing from the list ranking process before the Delegate List is provided to all Members.

### **40. Publishing the Delegate List**

- 40.1. CSEPC must publish the Delegate List to Members on the Delegate List Publishing Date.
- 40.2. The Delegate List is confidential to Members.
- 40.3. Notwithstanding clause 40.2, CSEPC may approve the public release of the Delegate List after consulting with the Campaign Committee.

## Subpart 2: The Members' List

### 41. Eligible Members will vote to create a Members' List

Eligible Members will assess the Candidates on the Delegate List and vote in a secret vote to create a Members' List which will form the basis for the Final List.

### 42. Eligibility for voting on the Members' List

- 42.1. A Member may vote on the Members' List and is an Eligible Member if they:
- a. Are a Member on the Members' List Voting Eligibility Date; and
  - b. Have been a Member for a continuous period of six months or more since the previous General Election.
- 42.2. All Members will be given at least one month notice of the Members' List Voting Eligibility Date.

### Members' List Voting Procedure

### 43. Members' List to use a Ranked Choice system

- 43.1. The vote counting process is set out in Appendix IV.
- 43.2. When voting, Members may:
- a. Vote for the Delegate List rankings; or
  - b. Rank one or more Candidates.

### 44. Information to be provided to Members with the voting papers

CSEPC must provide the following information to Members along with their voting paper:

- a. The Delegate List, clearly marked "Official Delegate List of the Green Party", with an option to select this list rather than rank Candidates individually; and
- b. Candidate information or a link to where Candidate information can be accessed; and
- c. Clear voting instructions, written by CSEPC which include:
  - i. Information on how to cast a vote electronically;
  - ii. A statement of the closing date for voting;
  - iii. A statement on good faith voting;
  - iv. Information on the Balancing Criteria.

### 45. Members may request a paper voting paper

- 45.1. Before the Members' List Eligibility Date, a Member may request a paper voting paper from CSEPC instead of an electronic voting paper.

- 45.2. CSEPC is responsible for informing Members of the method and deadline for requesting a paper voting paper.
- 45.3. The paper voting paper must be accompanied by paper copies of relevant information noted in clause 44.
- 45.4. A Member who receives a paper voting paper is responsible for ensuring the paper voting paper is received by the Party by the Members' List Closure Date.

#### **46. Process for voting on the Members' List**

- 46.1. Voting on the Members' List will begin on the Start of Members' List Voting Date, with voting papers distributed electronically and by paper to Eligible Members.
- 46.2. Each Member is entitled to one vote on the Members' List.

#### **47. Responsibilities of CSEPC after the close of Members' List Voting**

After the close of voting for the Delegate List, CSEPC is responsible for:

- a. Satisfying itself that the vote has been correctly conducted;
- b. Calculating the Members' List;
- c. Updating the Members' List if a Candidate withdraws;
- d. Retaining, or requesting any external agent to retain, all voting papers for the Members' List until the Official Party List has been submitted to the Electoral Commission and then destroying them.

#### **The Adjusted Members' List**

#### **48. Balancing Criteria to be applied to the Members' List**

- 48.1. Within three days of receiving the Members' List from CSEPC, the List Ranking Administrator will prepare for CSEPC an Adjusted Members' List by using the process in Appendix V.
- 48.2. CSEPC must, within seven days of receiving the Adjusted Members' List:
  - a. Certify that the Adjusted Members' List has been produced following the process in Appendix V;
  - b. Provide comments on the extent to which the Balancing Criteria are met;
  - c. Forward the Members' List, the Adjusted Members' List and any comments to the Party Co-Convenors.

## Subpart 3: The Final List

### Member Assembly

#### **49. Final List to be confirmed by a Member Assembly**

- 49.1. The Final List will be decided by a Member Assembly called by the Party Co-Convenors.
- 49.2. If the Member Assembly cannot decide on a list to approve, the Adjusted Members' List will become the Final List.

#### **50. No Candidate may be involved in deciding the Final List**

No Candidate that is being ranked may be involved in the Member Assembly that decides the Final List.

#### **51. Format of the Member Assembly**

- 51.1. The Member Assembly representatives will be provided with:
  - a. The Members' List;
  - b. The Adjusted Members' List; and
  - c. Any comments provided by CSEPC on the extent to which the Balancing Criteria are met.
- 51.2. The Member Assembly may decide the Final List, subject to the following restrictions:
  - a. The Co-Leaders will be ranked according to clause 23;
  - b. No Candidate may be moved more than two places from their position on the Members' List.
- 51.3. Representatives must declare any conflicts of interest to be recorded in the minutes.

#### **52. Confidentiality of the Final List**

- 52.1. Until it is published under clause 54, the Final List will be confidential to the attendees of the Member Assembly and any Members determined by CSEPC.
- 52.2. The Members' List and Adjusted Members' List will remain confidential even after the Final List and Official Party List are published.

### Communicating the Final List rankings

#### **53. Candidates to be informed of their Final List Ranking**

- 53.1. CSEPC must inform Candidates of:
  - a. Their Final List ranking position; and
  - b. The deadline for withdrawing from the list ranking process before the Final List is published.



- 53.2. If the Member Assembly decides to adopt a Final List that is different from the Members' List, CSEPC must inform any Candidates whose ranking is different between the Members' List and the Final List about the change, including changes between the Adjusted List and the Final List, before the list is announced publicly.

#### **54. Publishing the Final List**

- 54.1. CSEPC must decide when and how to publish the Final List to Members and the public.
- 54.2. CSEPC must consult with the Campaign Committee before publishing the Final List.

### **Subpart 4: Lodging the Official Party List with the Electoral Commission**

#### **55. The Official Party List will be submitted to the Electoral Commission**

The Final List becomes the Official Party List after adding any Electorate Candidates who have not been list ranked in alphabetical order by first name to the end of the Final List and being submitted to the Electoral Commission.

#### **56. Candidates may opt-out of being included on the Official Party List**

- 56.1. A Candidate may opt-out of being included on the Official Party List by informing CSEPC.
- 56.2. CSEPC must inform Candidates of the deadline for opting-out.

#### **57. Candidates must fulfill necessary legal obligations**

- 57.1. CSEPC must inform Candidates of:
- a. Any legal obligations and authorisations required to be registered as an Official Candidate; and
  - b. The deadline for completing these obligations and authorisations.
- 57.2. Candidates must complete these obligations or authorisations by the deadline.

#### **58. The Party Secretary lodges the Official Party List with the Electoral Commission.**

- 58.1. The Party Secretary must:
- a. Lodge the Official Party List with the Electoral Commission; and
  - b. Ensure all necessary authorisations are received to enable this.
- 58.2. The Party Secretary may remove Candidates from the Official Party List if it is necessary to comply with legal requirements after reasonable attempts to resolve the situation have been made.
- 58.3. The Party Secretary must advise the Party Co-Convenors and the relevant Candidate if they are removed from the Official Party List under clause 58.2.

## Subpart 5: List-Only Candidates

### 59. Candidates may apply to be a List-Only Candidate

- 59.1. A Candidate who wishes to be a List-Only Candidate must apply to CSEPC using the List-Only Candidate Nomination and Intention form.
- 59.2. A Candidate may apply to be a List-Only Candidate on any grounds, but must explain:
  - a. Why they would like to be a List-Only Candidate; and
  - b. How they will positively contribute to the Party's Election campaign.
- 59.3. 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 must provide evidence that they could campaign effectively within the relevant sector or community of interest.

### 60. List-Only Candidates must be nominated by five Members

All prospective List-Only Candidates who have gained Candidate Pool entry must subsequently be nominated as a List-Only Candidate by five Members who:

- a. Support their selection as a List-Only Candidate;
- b. Declare that they are prepared to actively support the Candidate in the campaign,
- c. Are not members of CSEPC, or employees of the Green Party, Department of Internal Affairs' Ministerial Services branch, or Parliamentary Services;
- d. Are Members at the time of nomination and have been a Member for a continuous period of six months or more since the previous General Election.

### 61. CSEPC may approve List-Only Candidates

- 61.1. CSEPC may approve a Candidate to be a List-Only Candidate if it believes the:
  - a. Application is sound; and
  - b. Candidate will make a positive contribution to the Election campaign.
- 61.2. Before making a decision to approve or decline an application to be a List-Only Candidate, CSEPC must:
  - a. Consult with the Campaign Committee and any relevant campaign staff to determine whether a List-Only Candidate will have any resourcing implications; and
  - b. Gather any information it needs to support its decision making, which may include interviewing the prospective List-Only Candidate.
- 61.3. Prospective List-Only Candidates are responsible for providing any information requested by CSEPC and participating in any interviews required.

## Part 2: Electorate Candidate Selection

### Key Definitions:

- **A Meeting Organiser** coordinates the electorate candidate selection process and communicates with the National Coordinator.
- **The National Coordinator** coordinates candidate selection activities across the country.
- **A Selection Meeting** is the meeting where an Electorate decides which Candidate will be the Electorate Candidate.
- **Local Group** means the Members registered in an electorate; or a relevant Branch(es); or a relevant Province(s).

### Decision Making

#### **62. Electorate Candidate decisions to be made by the appropriate Local Group**

- 62.1. Unless the electorate is designated a Low-Capacity Electorate, the Local Group must decide whether to stand an Electorate Candidate, and if so, who the Electorate Candidate is.
- 62.2. The Local Group should do their best to identify suitable Candidates for the electorate early, as they will need to be in the Candidate Pool at the time of selection.
- 62.3. In the event of any disagreement over responsibilities relating to Electorate Candidate selection, a binding decision will be made by:
  - a. The relevant Province(s); or
  - b. If there is a dispute between Provinces, the Party Co-Convenors.
- 62.4. Te Rōpū Pounamu is the appropriate Local Group for Māori Electorates and is responsible for the selection of Māori Electorate Candidates.

#### **63. An Electorate Candidate must be selected at a Candidate Selection Meeting**

- 63.1. If the appropriate Local Group decides to stand an Electorate Candidate it must hold a Selection Meeting.
- 63.2. No other business may be conducted as part of a Selection Meeting but the meeting may be held before or after any other meeting of the Local Group.
- 63.3. The Local Group for a geographically distributed electorate may run multiple Selection Meetings following procedures approved by the Waivers Committee under clause 134.

#### **64. Eligibility to vote at a Selection Meeting**

- 64.1. A Member may vote at a Selection Meeting in an Electorate if they are:
  - a. A Member on the day of the meeting and have been a Member for a continuous period of six months or more since the previous General Election;
  - b. Registered in the electorate on the Party database.

- 64.2. A Māori Member may participate in the selection of Electorate Candidates for Māori electorates as well as in the Selection Meeting for the general electorate they are a member of.

### Selection Meetings Processes

#### **65. Appointment of a Candidate Selection Meeting Organiser**

To hold a Selection Meeting, the Local Group must appoint a Meeting Organiser, if possible at least two months before the Selection Meeting.

#### **66. Electorate Selection Timeline and Processes**

- 66.1. The Meeting Organiser must follow the Timeline and Process in Appendix I for the Selection Meeting.
- 66.2. If the requirements of Appendix I cannot be met, the Meeting Organiser must apply for a Waiver as soon as possible under Section F.

### Nominations

#### **67. Eligibility to be selected as an Electorate Candidate**

Applicants wishing to be an Electorate Candidate for the upcoming General Election must complete their application to be in the Candidate Pool by the closing date.

#### **68. Nominee Candidates must be nominated by five local Members**

All prospective Electorate Candidates who have gained Candidate Pool entry must subsequently be nominated to be an Electorate Candidate by five Members who:

- a. Support their selection as an Electorate Candidate;
- b. Declare that they are prepared to actively support the Candidate in the campaign;
- c. Are not members of CSEPC, or employees of the Green Party, Department of Internal Affairs' Ministerial Services branch, or Parliamentary Services;
- d. Are Members at the time of nomination and have been a Member for a continuous period of six months or more since the previous General Election;
- e. Are registered in the relevant electorate or an adjacent electorate.

#### **69. Nominations must be submitted to the National Coordinator**

- 69.1. A Candidate who would like to stand as an Electorate Candidate must submit a completed Electorate Candidate Nomination Form to the National Coordinator during the Nomination Period notified by the Meeting Organiser for the electorate.
- 69.2. A Candidate may apply to be an Electorate Candidate in more than one electorate but must submit a separate Electorate Candidate Nomination form for each electorate.

- 69.3. The National Coordinator must inform the Meeting Organiser of each Electorate Candidate Nomination Form they receive for the electorate.

## **70. Candidate Selection for Māori Electorate**

- 70.1. Candidates who would like to stand as an Electorate Candidate for a Māori Electorate must complete their application to be in the Candidate Pool by the closing date set by Te Ohu Kaimahi, and notified by CSEPC.
- 70.2. Te Ohu Kaimahi, on behalf of Te Rōpū Pounamu, may change the Electorate Selection processes in this Part 2 or Appendix I as may be necessary or appropriate for the Māori electorates provided it informs CSEPC of any changes before the change, and provides a reasonable opportunity for feedback from CSEPC.

# **Section D: Processes for By-Elections**

## **71. Decision to stand a Candidate in a By-Election**

- 71.1. The decision whether to contest a by-election must be approved by both Kaunihera, and the relevant Local Group.
- 71.2. Before a decision is made, Kaunihera must consult with Caucus, and share any feedback with the Local Group.
- 71.3. If Kaunihera and the Local Group decide to stand a Candidate, the Local Group must hold an Electorate Candidate Selection Meeting.

## **72. CSEPC to re-open applications for the Candidate Pool**

- 72.1. If a decision is made to stand a Candidate in a by-election, CSEPC must re-open applications to the Candidate Pool for a period of at least 48 hours.
- 72.2. CSEPC must inform Members of the application process and deadline.
- 72.3. CSEPC may change the process in Section B for the purposes of assessing an application for the Candidate Pool in the case of a By-Election.
- 72.4. Candidates already in the Candidate Pool who wish to be considered for selection as the Candidate for a by-election must provide any further information requested by CSEPC.

## **73. Kaunihera to appoint a By-Election Coordinator**

- 73.1. Kaunihera may appoint a Candidate Selection Process By-Election Coordinator ('By-Election Coordinator') who administers the candidate and electorate selection processes on behalf of CSEPC.
- 73.2. The By-Election Coordinator is a voting member of CSEPC until the By-Election for which they were appointed.

#### **74. CSEPC must set a Timetable for a By-Election**

- 74.1. If a decision is made to stand a Candidate in a by-election, CSEPC must, and in the case of a Māori Electorate jointly with Te Ohu Kaimahi, set a Timetable, including deadlines, for a By-Election Candidate Selection process.
- 74.2. CSEPC may change any deadline in Appendix II if it is necessary to do so to ensure a Candidate can be selected in time to campaign appropriately in the By-Election.

#### **75. An Electorate Candidate for a By-Election must be selected at a Candidate Selection Meeting**

- 75.1. If the appropriate Local Group decides to stand an Electorate Candidate it must hold a Selection Meeting.
- 75.2. No other business may be conducted as part of a Selection Meeting but the meeting may be held before or after any other meeting of the Local Group.

#### **76. Eligibility to vote at a Selection Meeting for a By-Election**

- 76.1. A Member may vote at a Selection Meeting in an Electorate if they are:
  - a. A Member on the day of the meeting and have been a Member for a continuous period of six months or more since the previous General Election;
  - b. Registered in the electorate on the Party database.
- 76.2. CSEPC may set a different date for the purpose of clause 76.1 if the previous General Election was less than one year before the By-Election Announcement.
- 76.3. A Māori Member may participate in the selection of Electorate Candidates for Māori electorates as well as in the Selection Meeting for the general Electorate they are a member of.

### Selection Meetings Processes

#### **77. Appointment of a Candidate Selection Meeting Organiser for a By-Election**

To hold a Selection Meeting, the Local Group must appoint a Meeting Organiser, as soon as possible after the decision has been made to stand a Candidate.

#### **78. Electorate Selection Timeline and Processes for a By-Election**

- 78.1. The Meeting Organiser must follow the Timeline and Process in Appendix II for the Selection Meeting.
- 78.2. If the requirements of Appendix II cannot be met, the Meeting Organiser must apply for a Waiver as soon as possible under Section F.

## Nominations

### **79. Eligibility to be selected as an Electorate Candidate for a By-Election**

Applicants wishing to be an Electorate Candidate for the upcoming By-Election must complete their application to be in the Candidate Pool by the closing date.

### **80. Nominee Candidates for a By-Election must be nominated by five local Members**

All prospective Electorate Candidates who have gained Candidate Pool entry must subsequently be nominated to be an Electorate Candidate by five Members who:

- a. Support their selection as an Electorate Candidate;
  - b. Declare that they are prepared to actively support the Candidate in the campaign;
  - c. Are not members of CSEPC, or employees of the Green Party, Department of Internal Affairs' Ministerial Services branch, or Parliamentary Services;
  - d. Are Members at the time of nomination and have been a Member for a continuous period of six months or more since the previous General Election;
  - e. Are registered in the relevant electorate or an adjacent electorate.
- 80.2. CSEPC may set a different date for the purpose of clause 80(d) if the previous General Election was less than one year before the By-Election Announcement.

### **81. Nominations must be submitted to the By-Election Coordinator**

- 81.1. A Candidate that would like to stand as an Electorate Candidate must submit a completed Electorate Candidate Nomination Form to the By-Election Coordinator during the Nomination Period notified by the Meeting Organiser for the electorate.
- 81.2. A Candidate may apply to be an Electorate Candidate in more than one electorate but must submit a separate Electorate Candidate Nomination form for each electorate.
- 81.3. The By-Election Coordinator must inform the Meeting Organiser of each Electorate Candidate Nomination Form they receive for the electorate.

### **82. Candidate Selection for Māori Electorate for a By-Election**

- 82.1. Candidates who would like to stand as an Electorate Candidate for a Māori Electorate must complete their application to be in the Candidate Pool by the closing date set by Te Ohu Kaimahi, and notified by CSEPC.
- 82.2. Te Ohu Kaimahi, on behalf of Te Rōpū Pounamu, may change the Electorate Selection processes in this Section D or Appendix II as may be necessary or appropriate for the Māori electorates provided it informs CSEPC of any changes before the change, and provides a reasonable opportunity for feedback from CSEPC.

## Section E: Processes for Snap Elections

### 83. Snap Election Defined

A Snap Election is a General Election that occurs:

- a. Less than two years and six months from the previous Election; and
- b. With less than six months' notice.

### 84. Kaunihera and CSEPC must decide if Snap Election procedures apply

- 84.1. As soon as possible after the Prime Minister announces their intention to hold a Snap Election, Kaunihera and CSEPC must meet to jointly decide whether Parts 1 to 3 of this section will apply and any changes to those Parts for that particular election.
- 84.2. Kaunihera and CSEPC must consider whether a vote of Delegates representing Electorates and Lived Experience Networks can reasonably occur in the time available before the Snap Election.

### 85. Kaunihera is responsible for making a Snap Election Announcement

As soon as possible after making decisions under clause 84, Kaunihera must inform Members by email of the decisions it has made as a Snap Election Announcement.

## Part 1: The Candidate Pool

### 86. Eligibility Criteria for the Candidate Pool for a Snap Election

- 86.1. Applicants and Candidates must be:
  - a. A Member;
  - b. Able to be enrolled on the electoral roll by the Electoral Commission's nomination deadline; and
  - c. Able to be a New Zealand citizen by the Electoral Commission's nomination deadline.
- 86.2. CSEPC may set extra requirements for an Applicant who has not been a Member for at least six months when they apply.

### 87. A Snap Election does not remove Candidates from the Pool

- 87.1. In the case of a Snap Election, clause 11.3.a does not apply, meaning any Candidate that was in the Candidate Pool on the day of the Snap Election Announcement, continues to be in the Candidate Pool.
- 87.2. CSEPC may require that existing Candidates provide information, or complete documents or forms to be eligible for selection or list ranking.



## **88. CSEPC to allow new applications for the Candidate Pool for a Snap Election**

CSEPC must allow new applications for the Candidate Pool for a period of 48 hours following the Snap Election Announcement by Kaunihera.

## **89. Applicants must be nominated by five Members for a Snap Election**

- 89.1. An Applicant must be nominated by five Members (each a 'Nominator'), including at least three who at the time of the application are each members of at least one out of:
- a. The same province as the Applicant and/or
  - b. The same Lived Experience Network as the Applicant; and/or
  - c. Te Rōpū Pounamu if the Applicant is a member of Te Rōpū Pounamu.
- 89.2. Nominators must provide Applicants with their:
- a. Membership ID;
  - b. Contact email address; and
  - c. Contact phone number.
- 89.3. Nominators must support the Applicant being accepted into the Candidate Pool.
- 89.4. Nominators must have been Members for a continuous period of six months or more since the previous General Election.
- 89.5. Current members of CSEPC and employees of the Green Party, Department of Internal Affairs' Ministerial Services branch, or Parliamentary Services may not be Nominators.

## **90. Applications and nominations to be submitted to CSEPC**

- 90.1. Applicants must submit information required by CSEPC.

## **91. Applicants must disclose relevant information**

An Applicant must proactively disclose information which might impact their candidacy, or bring the Green Party into disrepute.

## **92. CSEPC to gather further information on Applicants**

- 92.1. CSEPC may gather further information on an Applicant before the decision making process.
- 92.2. CSEPC may decide the appropriate level of scrutiny for each Applicant and may consider any information that it deems relevant.
- 92.3. CSEPC may gather information on the Candidate from appropriate sources decided by CSEPC.
- 92.4. CSEPC is not required to share feedback on an Applicant or references with that Applicant.
- 92.5. Applicants must help CSEPC to gather information.

- 92.6. Where requested by CSEPC, Applicants must give permission to access relevant information held by third parties, including Government agencies.

### **93. CSEPC may admit Applicants to the Candidate Pool for a Snap Election**

- 93.1. CSEPC must accept or decline an application for entry into the Candidate Pool within five days of the Snap Election Announcement.

### **94. Decision making process for admitting an Applicant to the Candidate Pool**

- 94.1. Once CSEPC is satisfied that it has completed its information gathering activities, it must:
- a. Decide whether to approve or decline the application for entry into the Candidate Pool; or
  - b. For Applicants who have identified as Māori, consult with, and then make a recommendation to Te Ohu Kaimahi, which must then decide whether to approve or decline the application for entry into the Candidate Pool.
- 94.2. Before deciding to approve an application the decision maker must:
- a. Positively determine that the Applicant has the necessary skills, attributes, knowledge and experience to be a Candidate; and
  - b. Ensure that there are no negative factors that would exclude a Candidate from the Candidate Pool.
- 94.3. Within 24 hours of completing the decision making process for all Candidates, CSEPC must inform:
- a. Each Applicant of the decision on their application; and
  - b. If the Applicant is declined, the Dispute Resolution section of the Constitution; and
  - c. Kaunihera, Campaign Committee, and Branch Convenors of which Candidates are in the Candidate Pool.

### **95. CSEPC may suspend or remove a Candidate from the Candidate Pool for a Snap Election**

- 95.1. CSEPC may remove a Candidate from the Candidate Pool at any time if, after following a fair process, it has reasonable grounds to believe that:
- a. A Candidate is not suitable to be a Candidate based on new information received; or
  - b. There has been repeated misconduct by the Candidate; or
  - c. There has been serious misconduct by the Candidate.

- 95.2. Before deciding to remove a Candidate from the Candidate Pool, CSEPC must offer the Candidate a right of response.
- 95.3. CSEPC may suspend a Candidate from the Candidate Pool on an interim basis pending a final decision.
- 95.4. Before making a final decision CSEPC must consult with the Party Co-Leaders.
- 95.5. The Kaiwhakahaere must be provided with all relevant information and must endorse any final decision to remove a Māori Candidate from the Candidate Pool for it to be valid.
- 95.6. Removal includes removing the Candidate from any current version of the list and as the Candidate selected for any Electorate.
- 95.7. Once CSEPC has decided to remove a Candidate, it must inform the Candidate within 72 hours of:
  - a. The decision;
  - b. The Dispute Resolution section of the Constitution.

CSEPC is responsible for informing the Candidate, the Co-Leaders, the Campaign Committee and, in the case of Electorate Candidates, relevant Branch Convenors of its decision.

### Privacy and Confidentiality of information

#### **96. Assessment information may be shared by CSEPC**

- 96.1. Information provided by Applicants as part of their application is confidential but may be shared by CSEPC to the extent that it is necessary to fulfil its responsibilities, including seeking feedback and gathering information.

#### **97. Candidate information may be shared by CSEPC**

- 97.1. Information held by CSEPC about a Candidate may be shared with Kaunihera and/or Members; if:
  - a. The information is not Private Medical Information; and
  - b. CSEPC believes the information is relevant to the list ranking decisions of Kaunihera and/or Members; and
  - c. CSEPC informs the Candidate at least 48 hours before it shares the information with Kaunihera and/or Members; and
  - d. Candidates are given the opportunity to provide a statement with any information they disagree with.

## Withdrawing from the Candidate Pool

### **98. Applicants and Candidates may withdraw**

- 98.1. Any Applicant who is being considered for the Candidate Pool, or a Candidate accepted into the Candidate Pool may withdraw by informing CSEPC by email.
- 98.2. An email requesting to be withdrawn is irrevocable.
- 98.3. CSEPC must give effect to the withdrawal as soon as practicable after receiving the email.

## **Part 2: List Ranking for a Snap Election**

### General Provisions

### **99. Co-Leaders to be automatically list ranked for a Snap Election**

- 99.1. A Co-Leader who is in the Candidate Pool will be automatically list ranked at 1 or 2 on all versions of the Party List.
- 99.2. If there is only one Co-Leader in the Candidate Pool they will be ranked 1 on the Party List.
- 99.3. If there are two Co-Leaders in the Candidate Pool they will be ranked in the following order:
  - a. The Māori Co-Leader will be ranked 1 and the non-Māori Co-Leader will be ranked 2; or
  - b. If both Co-Leaders are Māori, the Co-Leader who has been Co-Leader for the longer period of time will be ranked 1 and the other Co-Leader will be ranked 2; or
  - c. If both Co-Leaders are Māori and were elected Co-Leader at the same time, then a randomised process will decide who will be ranked 1 and who will be ranked 2.
- 99.4. A Co-Leader may opt-out of the list ranking process entirely by informing CSEPC.
- 99.5. If there is a change in Co-Leader(s) during the list ranking process, the new Co-Leaders will be ranked according to this clause.

### **100. Applicants must notify CSEPC that they wish to be list ranked for a Snap Election**

- 100.1. Before the Deadline for List Ranking Eligibility, a Member who wishes to be list ranked must:
  - a. Apply for the Candidate Pool; and
  - b. Indicate on the Candidate Pool Declaration and Nomination form that they wish to be list ranked.

100.2. Only Candidates who have applied by the Deadline for List Ranking Eligibility may be included in the ranked section of the Party List.

### **101. Candidates may withdraw from the list**

101.1. Any Candidate who is being considered for list ranking and no longer wishes to be list ranked, but wishes to remain in the Candidate Pool, may withdraw by informing CSEPC by email.

101.2. An email requesting to be withdrawn is irrevocable.

101.3. CSEPC must give effect to the withdrawal as soon as practicable after receiving the email.

101.4. If a person withdraws from the Delegate List or the Final List, each Candidate ranked below that person will move up one ranking place on that list.

## **Subpart 1: The Initial Kaunihera List**

### **102. Kaunihera must decide the Initial Kaunihera List for a Snap Election**

102.1. Kaunihera must decide the Initial Kaunihera List for a Snap Election.

102.2. Kaunihera must, in deciding the Initial List, take into account the:

- a. Official Party List from the last General Election;
- b. need for a range of strengths and experience on the list; and
- c. Balancing Criteria.

102.3. CSEPC must provide Kaunihera with the relevant information on Candidates including the Balancing Criteria that apply.

102.4. Kaunihera may request the participation or advice of CSEPC members in the decision-making process.

102.5. Kaunihera may consult with other people it decides are relevant.

### **Communicating the Kaunihera List rankings**

### **103. Candidates to be informed of their Initial Kaunihera List ranking for a Snap Election**

CSEPC must inform Candidates of their Initial Kaunihera List ranking position.

### **104. Publishing the Initial Kaunihera List for a Snap Election**

104.1. CSEPC must publish the Initial Kaunihera List to Members on the Initial Kaunihera List Publishing Date.

104.2. The Initial Kaunihera List is confidential to Members.

104.3. Notwithstanding clause 104.2, CSEPC may approve the public release of the Initial Kaunihera List after consulting with the Campaign Committee.

## Subpart 2: The Members' List for a Snap Election

### **105. Eligible Members will vote to create a Members' List for a Snap Election**

Eligible Members will assess the Candidates on the Initial Kaunihera List and vote in a secret vote to create a Members' List which will form the basis for the Final List.

### **106. Eligibility for voting on the Members' List for a Snap Election**

106.1. A Member may vote on the Members' List and is an Eligible Member if they:

- a. Are a Member on the day of the Snap Election Announcement; and
- b. Have been a Member for a continuous period of six months or more since the previous General Election.

### Members' List Voting Procedure for a Snap Election

### **107. Members' List to use a Ranked Choice system for a Snap Election**

107.1. The vote counting process is set out in Appendix IV;

107.2. When voting, Members may:

- a. Vote for the Initial Kaunihera List rankings; or
- b. Rank one or more Candidates.

### **108. Information to be provided to Members with the voting papers for a Snap Election**

CSEPC must provide the following information to Members along with their voting paper:

- a. The Initial Kaunihera List, clearly marked "Official Kaunihera Initial List of the Green Party", with an option to select this list rather than rank Candidates individually;
- b. Candidate information or a link to where Candidate information can be accessed; and
- c. Clear voting instructions, written by CSEPC which include:
  - i. Information on how to cast a vote electronically;
  - ii. A statement of the closing date for voting;
  - iii. A statement on good faith voting;
  - iv. Information on the Balancing Criteria.

### **109. Process for voting on the Members' List for a Snap Election**

109.1. Voting on the Members' List will begin on the Start of Members' List Voting Date, with voting papers distributed electronically to Eligible Members.

109.2. Each Member is entitled to one vote on the Members' List.

### **110. Responsibilities of CSEPC after the close of Members' List Voting for a Snap Election**

After the close of voting for the Delegate List, CSEPC is responsible for:

- a. Satisfying itself that the vote has been correctly conducted;
- b. Calculating the Members' List;
- c. Updating the Members' List if a Candidate withdraws;
- d. Retaining, or requesting any external agent to retain, all voting papers for the Members' List until the Official Party List has been submitted to the Electoral Commission and then destroying them.

### The Adjusted Members' List

### **111. Balancing Criteria to be applied to the Members' List for a Snap Election**

Balancing Criteria must be applied to the Members' List, subject to the restriction that no Candidate may be moved more than two places from their position on the Members' List.

111.1. Within one day of receiving the Members' List from CSEPC, the List Ranking Administrator will prepare for CSEPC an Adjusted Members' List by using the process in Appendix V.

111.2. CSEPC must, within one day of receiving the Adjusted Members' List:

- a. Certify that the Adjusted Members' List has been produced following the process in Appendix V;
- b. Provide comments on the extent to which the Balancing Criteria are met;
- c. Forward the Members' List, the Adjusted Members' List and any comments to the Party Co-Convenors.

## **Subpart 3: The Final List for a Snap Election**

### Member Assembly

### **112. Final List for a Snap Election to be confirmed by a Member Assembly**

112.1. The Final List will be decided by a Member Assembly called by the Party Co-Convenors to take place within 24 hours of the Party Co-Convenors receiving the Members' List and the Adjusted Members' List.

112.2. If the Member Assembly cannot decide on a list to approve, the Adjusted Members' List will become the Final List.

### **113. No Candidate may be involved in deciding the Final List for a Snap Election**

No Candidate that is being ranked may be involved in the Member Assembly that decides the Final List.

### **114. Format of the Member Assembly**

114.1. The Member Assembly representatives will be provided with:

- a. The Members' List;
- b. The Adjusted Members' List; and
- c. Any comments provided by CSEPC on the extent to which the Balancing Criteria are met.

114.2. The Member Assembly may decide the Final List, subject to the following restrictions:

- a. The Co-Leaders will be ranked according to clause 99;
- b. No Candidate may be moved more than two places from their position on the Members' List.

114.3. Representatives must declare any conflicts of interest to be recorded in the minutes.

### **115. Confidentiality of the Final List for a Snap Election**

115.1. Until it is published under clause 117, the Final List will be confidential to the Attendees of the Member Assembly and any Members determined by CSEPC.

115.2. The Members' List and Adjusted Members' List will remain confidential even after the Final List and Official Party List are published.

### **Communicating the Final List rankings for a Snap Election**

### **116. Candidates to be informed of their Final List Ranking for a Snap Election**

116.1. CSEPC must inform Candidates of:

- a. Their Final List ranking position; and
- b. The deadline for withdrawing from the list ranking process before the Final List is published.

116.2. If the Member Assembly decides to adopt a Final List that is different from the Members' List, CSEPC must inform any Candidates whose ranking is different between the Members' List and the Final List about the change, including changes between the Adjusted List and the Final List, before the list is announced publicly.

### **117. Publishing the Final List for a Snap Election**

117.1. CSEPC must decide when and how to publish the Final List to Members and the public.

117.2. CSEPC must consult with the Campaign Committee before publishing the Final List.



## Subpart 4: Lodging the Official Party List for a Snap Election with the Electoral Commission

### **118. The Official Party List for a Snap Election will be submitted to the Electoral Commission**

The Final List becomes the Official Party List after adding any electorate Candidates who have not been list ranked in alphabetical order by first name to the end of the Final List and being submitted to the Electoral Commission.

### **119. Candidates may opt-out of being included on the Official Party List for a Snap Election.**

119.1. A Candidate may opt-out of being included on the Official Party List by informing CSEPC.

119.2. CSEPC must inform Candidates of the deadline for opting-out.

### **120. Candidates must fulfill necessary legal obligations for a Snap Election**

120.1. CSEPC must inform Candidates of:

- a. Any legal obligations and authorisations required to be registered as an Official Candidate; and
- b. The deadline for completing these obligations and authorisations.

120.2. Candidates must complete these obligations and authorisations by the deadline.

### **121. The Party Secretary lodges the Official Party List for a Snap Election with the Electoral Commission**

121.1. The Party Secretary is responsible for:

- a. Lodging the Official Party List with the Electoral Commission; and
- b. Ensuring all necessary authorisations are received to enable this.

121.2. The Party Secretary may remove Candidates from the Official Party List if it is necessary to comply with legal requirements after reasonable attempts to resolve the situation have been made.

121.3. The Party Secretary must advise the Party Co-Convenors and the relevant Candidate if they are removed from the Official Party List under clause 121.2.

## Subpart 5: List-Only Candidates for a Snap Election

### **122. List-Only Candidates for a Snap Election**

122.1. Unless there are exceptional circumstances, there will be no List-Only Candidates.

122.2. The final decision to approve or decline an application to be a List-Only Candidate will be made by Kaunihera in consultation with the Campaign Committee.

## Part 3: Electorate Candidates for a Snap Election

### Decision Making

#### **123. Electorate Candidate decisions for a Snap Election to be made by the appropriate Local Group**

- 123.1. Unless the electorate is designated a Low-Capacity Electorate, the Local Group must decide whether to stand an Electorate Candidate, and if so, who the Electorate Candidate is.
- 123.2. The Local Group should do their best to identify suitable Candidates for the electorate early, as they will need to be in the Candidate Pool at the time of selection.
- 123.3. In the event of any disagreement over responsibilities relating to Electorate Candidate selection, a binding decision will be made by:
  - a. The relevant Province(s); or
  - b. If there is a dispute between Provinces, the Party Co-Convenors.
- 123.4. Te Rōpū Pounamu is the appropriate Local Group for Māori Electorates and is responsible for the selection of Māori Electorate Candidates.

#### **124. An Electorate Candidate must be selected at a Candidate Selection Meeting**

- 124.1. If the appropriate Local Group decides to stand a Candidate in an electorate it must hold a Selection Meeting.
- 124.2. No other business may be conducted as part of a Selection Meeting but the meeting may be held before or after any other meeting of the Local Group.
- 124.3. The Local Group for a geographically distributed electorate may run multiple Selection Meetings following procedures approved by the Waivers Committee under clause 134.

#### **125. Eligibility to vote at a Selection Meeting for a Snap Election**

- 125.1. A Member may vote at a Selection Meeting in an Electorate if they are:
  - a. A Member and have been a Member for a continuous period of six months or more since the previous General Election;
  - b. Registered in the electorate on the Party database.
- 125.2. Eligibility is determined on the day of the Snap Election Announcement.
- 125.3. A Māori Member may participate in the selection of Electorate Candidates for Māori electorates as well as in the Selection Meeting for the general electorate they are a member of.

## Selection Meetings Processes for a Snap Election

### **126. Appointment of a Candidate Selection Meeting Organiser**

To hold a Selection Meeting, the Local Group must appoint a Meeting Organiser.

### **127. Electorate Selection Timeline and Processes for a Snap Election**

127.1. The Meeting Organiser must follow the Timeline and Process in Appendix III for the Selection Meeting.

127.2. If the requirements of Appendix III cannot be met, the Meeting Organiser must apply for a Waiver as soon as possible under Section F.

## Nominations

### **128. Eligibility to be selected as an Electorate Candidate for a Snap Election**

Applicants wishing to be an Electorate Candidate for the upcoming General Election, will need to complete their application to be in the Candidate Pool by the closing date.

### **129. Nominee Candidates must be nominated by five local Members for a Snap Election**

All prospective Electorate Candidates who have gained Candidate Pool entry must subsequently be nominated to be an Electorate Candidate by five Members who:

- a. Support their selection as an Electorate Candidate;
- b. Declare that they are prepared to actively support the Candidate in the campaign;
- c. Are not members of CSEPC;
- d. Are Members at the time of nomination and have been a Member for a continuous period of six months or more since the previous General Election;
- e. Are registered in the relevant electorate or an adjacent electorate.

### **130. Nominations for a Snap Election must be submitted to CSEPC**

130.1. A Candidate who would like to stand as an Electorate Candidate must submit a completed Electorate Candidate Nomination Form to CSEPC during the Nomination Period notified by the Meeting Organiser for the electorate.

130.2. A Candidate may apply to be an Electorate Candidate in more than one electorate but must submit a separate Electorate Candidate Nomination form for each electorate.

130.3. CSEPC must inform the Meeting Organiser of each Electorate Candidate Nomination Form they receive for the electorate.

### **131. Candidate Selection for a Snap Election for Māori Electorates**

- 131.1. Candidates who would like to stand as an Electorate Candidate for a Māori Electorate must complete their application to be in the Candidate Pool by the closing date set by Te Ohu Kaimahi, and notified by CSEPC.
- 131.2. Te Ohu Kaimahi, on behalf of Te Rōpū Pounamu, may change the Electorate Selection processes in this Part 2 or Appendix III as may be necessary or appropriate for the Māori electorates provided it informs CSEPC of any changes before the change, and provides a reasonable opportunity for feedback from CSEPC.

## **Section F: Waivers**

### **132. CSEPC must establish a sub-committee to decide on Waivers**

- 132.1. CSEPC must establish a Waivers Committee sub-committee.
- 132.2. The Waivers Committee will consist of at least three members of CSEPC, including the convenor(s) of CSEPC and not including Party Co-Convenors.
- 132.3. The membership of the Waivers Committee will be decided before the Candidate Pool is opened.
- 132.4. Members will be replaced as necessary by CSEPC.
- 132.5. The Waivers Committee may grant a waiver to any of the requirements listed in clause 133.
- 132.6. Each member of the Waivers Committee must participate in a decision on a Waiver.

### **133. Requirements which can be waived by the Waivers Committee:**

CSEPC may waive the following requirements, if doing so is in the interests of fairness or the effective running of the candidate selection and list ranking process:

- a. The process requirements for appointing Delegates to Candidate Conference under clause 32.
- b. The requirements for List-Only Candidate nomination under clauses 59 or 60.
- c. Any process or timing requirements for appointing a Meeting Organiser under clause 65.
- d. Any process or timing requirements for Electorate Selection Meetings under Appendix I.
- e. Any process or timing requirements for Electorate Selection Meetings for a By-Election under Appendix II.
- f. Any process or timing requirements for Electorate Selection Meetings for Snap Elections under Appendix III.

**134. Waivers Committee may approve procedures for multiple Selection Meetings for a single electorate**

- 134.1. If a Local Group wishes to hold more than one Selection Meeting for a single Electorate, the Waivers Committee may approve any necessary changes to the Selection Meeting requirements.
- 134.2. The process approved by the Waivers Committee must include a requirement that any votes are sealed and only opened and counted after the final Selection Meeting for the electorate has taken place.

**135. Requirements for a Waiver request**

Waiver requests must:

- 135.1. Be submitted to CSEPC in the format decided by CSEPC.
- 135.2. Clearly list the reasons why a Waiver should be granted and which requirements are requested to be waived.
- 135.3. Be approved or declined and responded to within five days of CSEPC receiving the request.
- 135.4. Be collated by CSEPC including both approved and declined waiver requests and sent as a report to the Party Co-Convenors.

**136. CSEPC may resolve disagreements regarding certain meetings**

- 136.1. CSEPC may resolve disputes and disagreements in relation to the notification, timing, and conduct of the following meetings:
- a. Candidate Conference Delegate Selection Meetings;
  - b. Meetings where Proxies to Candidate Conference are appointed;
  - c. Delegate List Decision Meetings; and
  - d. Electorate Selection Meetings.

**137. CSEPC may change these Procedures to comply with electoral law or deadlines**

CSEPC have the power to waive or change these Procedures in any way if it is necessary to ensure the candidate selection and list ranking process complies with electoral law or meets any deadline set by the Electoral Commission. CSEPC may seek advice from the Standing Orders Committee.

## **Section G: Definitions**

**138. Terms defined**

In these Procedures, unless context otherwise requires:

- **Applicant** means a Member who has applied, but has not yet been accepted, to be in the Candidate Pool;
- **Balancing Criteria** means the criteria defined in clause 3;
- **Branch** is defined in the Constitution and means a geographically-based group of Members who reside within natural geographical boundaries or otherwise become a member of the branch;
- **Campaign Committee** means the sub-committee of Kaunihera established to oversee a General Election Campaign;
- **Candidate** means a Member who is in the Candidate Pool;
- **Candidate Pool** means the group of Members eligible to stand as a Candidate for the Party at a General Election or a By-Election;
- **Candidate Selection Process National Coordinator** ('National Coordinator') means the person who is responsible for administering the candidate and electorate selection processes on behalf of CSEPC;
- **Charter** means the Charter of the Green Party, and is a statement of the Party's core principles, set out at the beginning of the Constitution;
- **Constitution** means the Constitution of the Green Party, which contains the rules and high-level procedures of the Party;
- **Convenor** means a Member or Members elected by a Group to organise the Group's processes; where context requires Convenor may include the Kaiwhakahaere in relation to Te Ohu Kaimahi and Te Rōpū Pounamu;
- **Delegate** means a member of an electorate or Lived Experience Network appointed to represent that Group at the Candidate Conference;
- **Electorate Candidate Selection Meeting** ('Selection Meeting') is a meeting of a Local Group to elect a Candidate to be the Electorate Candidate for a particular Electorate;
- **General Meeting** means either an Annual General Meeting or a Special General Meeting of the relevant Group;
- **Group** means an Electorate, Branch, Province, Lived Experience Network, or Te Rōpū Pounamu;
- **Ideal Candidate Attributes** means the particularly desirable strengths, experiences, commitment and balance being sought in Candidates for the parliamentary elections;
- **Kaunihera** is defined in the Constitution and means the Party's governing body and is the Party's committee for the purpose of the Incorporated Societies Act;
- **List Ranking Administrator** ('List Administrator') means the person who is responsible for the technical administration of the list ranking process;
- **List Ranking Returning Officer** means the person or persons defined in clause 8, responsible for collecting and processing votes from Delegates for the Delegate List or Members for the Members' List;

- **Lived Experience Network** is defined in the Constitution and means a Network that has been designated by a Member Assembly as representing a marginalised community;
- **Local Group** means the Group which is the appropriate decision maker for an Electorate;
- **Member Assembly** is defined in the Constitution and means a mechanism that provides the opportunity for a wider range of Members in Provinces, Lived Experience Networks and Te Rōpū Pounamu to take part in decision-making in the Party;
- **Member** is defined in the Constitution and means a person properly admitted to the Party who has not ceased to be a Member of the Party;
- **Private Medical Information** means any information about a person's physical or mental health, disability or sex which they do not wish to be made public;
- **Province** is defined in the Constitution and means a structure that comprises one or more Branches within shared natural geographical boundaries that have agreed to form part of the Province;
- **Proxy** means a Member appointed to represent an Electorate at the Candidate Conference;
- **Quorum** means the minimum number of members required to be present for a meeting to make a decision;
- **Selection Meeting Returning Officer** means a person or persons appointed to count votes at an Electorate Candidate Selection Meeting;
- **Snap Election Announcement** is defined in clause 85 and means an announcement made by Kaunihera of the Snap Election procedures that will apply to the upcoming General Election;
- **Snap Election** is defined in clause 83 and means a General Election that occurs:
  - less than two years and six months from the previous General Election; and
  - with less than six months' notice;
- **Standing Orders Committee** is defined in the Constitution and means the committee responsible for regulating the procedures of General Meetings and providing guidance for the conduct of other meetings within the Party;
- **Te Ohu Kaimahi** is defined in the Constitution and means the leadership group of Te Rōpū Pounamu;
- **Timetable** means the dates and deadlines for the Candidate Selection and List Ranking process;
- **Waiver** means an exception to a rule that may be approved by CSEPC under Section F of these Procedures;

- **Waivers Committee** is defined in clause 132 and means the sub-committee of CSEPC with the delegated power to approve Waivers;
- **Women** is defined in the Constitution and includes cisgender, trans or intersex women.

### 139. Dates included in the Timetable

The Timetable will include the following dates, as applicable:

- **Candidate Eligibility Date** – the date a person must meet the Candidate Eligibility Criteria.
- **Candidate Pool Opening Date** – the date CSEPC starts accepting applications for the Candidate Pool.
- **Deadline for List Ranking Eligibility** – the date a person must apply to the Candidate Pool in order to be eligible for the list ranking process.
- **Candidate Conference Dates** – the dates for the Candidate Conference.
- **Delegate List Voting Period** – the time between:
  - **Start of Delegate List Voting** – the date voting opens, and voting papers are distributed, for voting on the Delegate List.
  - **Deadline for Delegate List Voting** – the last date for voting on the Delegate List.
- **Deadline for Delegate List Withdrawal** – the last date for withdrawing from the List Ranking Process before the Delegate List is published to Members.
- **Delegate List Publishing Date** – the date Members are informed of the Delegate List rankings.
- **Members' List Voting Eligibility Date** – the date when the roll of voters for the Members' List is determined.
- **Members List voting period** – the time between:
  - **Start of Members' List Voting** – the date when Members' List voting papers are distributed.
  - **Deadline for Members' List Voting** – the final date for voting on the Members' List.
- **Deadline for Final List Withdrawal** – the deadline for withdrawing from the Members' List before it is published.
- **Final List Publishing Date** – the date when the Final List is published to Members and the public.
- **Deadline for Official Party List Withdrawal** – the last date for withdrawing or opting-out before the Official Party List is submitted to the Electoral Commission.
- **The Electorate Candidate Selection Period** – the time between:
  - **Start of Electorate Candidate Selection Period** – the first date on which an Electorate Candidate Selection Meeting can be held; and
  - **End of Electorate Candidate Selection Period** – the last date on which an Electorate Candidate Selection Meeting can be held.



# Appendix I: Electorate Selection Timeline and Processes

## Six Weeks Before the Selection Meeting

### **1. Meeting Organiser must set Selection Meeting date**

- 1.1. The Meeting Organiser must apply to hold a Selection Meeting and inform the National Coordinator of the Selection Meeting Date using the appropriate form.
- 1.2. The Selection Meeting date must be during the Electorate Candidate Selection Period.
- 1.3. The National Coordinator has seven days to notify the Meeting Organiser of an issue with the date, otherwise the Meeting Organiser may proceed with that date.

## Four Weeks Before the Selection Meeting

### **2. Meeting Organiser must send a Selection Meeting Notice**

The Meeting Organiser must send a notice at least four weeks before the Selection Meeting to inform all Members in the electorate:

- a. Electorate Candidate nominations are open;
- b. The deadline for submitting Nominations;
- c. The Selection Meeting Date;
- d. The eligibility requirements to vote at the Selection Meeting.

### **3. Meeting Organiser must appoint a Meeting Facilitator**

- 3.1. The Meeting Organiser must:
  - a. Appoint an eligible Meeting Facilitator, in consultation with the National Coordinator;
  - b. Provide the appointed Meeting Facilitator with a copy of this Appendix.
- 3.2. A Member is eligible to be a Meeting Facilitator if they are free from conflicts of interest and are:
  - a. A Kaunihera member, preferably from outside the province(s) within which the electorate is located;
  - b. An MP; or
  - c. A Member of appropriate standing approved beforehand by the Party Co-Convenors.

## Two Weeks before the Selection Meeting

### **4. Meeting Organiser and National Coordinator confirm valid nominations**

- 4.1. Nominations for Electorate Candidates close two weeks before the Selection Meeting.
- 4.2. Once nominations have closed, the National Coordinator and Meeting Organiser are jointly responsible for confirming all valid nominations.

### **5. Meeting Organiser must send a Selection Meeting Confirmation Notice**

- 5.1. After nominations have been confirmed, the Meeting Organiser must send a Selection Meeting Confirmation Notice to all Members in the electorate which includes the:
  - a. Date, time and place of the Selection Meeting;
  - b. Names of the Candidates nominated; and
  - c. The eligibility requirements to vote at the Selection Meeting.
- 5.2. The Selection Meeting Confirmation Notice must be sent as soon as possible after the close of nominations and at least seven clear days before the Selection Meeting.
- 5.3. The Meeting Organiser must liaise with the relevant Membership Secretaries or Convenors to generate the roll of Members eligible to vote at the Selection Meeting.

## The day of the Selection Meeting

### **6. Responsibilities on the day of the Selection Meeting**

- 6.1. Before the start of the Selection Meeting, the Meeting Organiser must:
  - a. Work with the relevant Branch Convenors or Membership Secretaries to confirm the roll of Members eligible to vote at the meeting; and
  - b. Confirm the Meeting Facilitator understands the processes for the Selection Meeting.
- 6.2. Before the start of the Selection Meeting, the Meeting Facilitator must:
  - a. Explain the processes for the Selection Meeting to all Electorate Candidate Nominees; and
  - a. Randomly determine and communicate the speaking order for Nominees.

## During the Selection Meeting

### **7. Quorum at a Selection Meeting**

- 7.1. The Meeting Organiser must check and record each attendee's name on entry and determine who is entitled to vote.
- 7.2. The quorum requirement for a:
  - a. **Contested Selection Meeting:** is ten Members entitled to vote or 75% of Members of the electorate, whichever is fewer;

- b. **Non-contested Selection Meeting:** is five Members entitled to vote or 75% of Members of the electorate, whichever is fewer.

## 8. Order of Business

- 8.1. The Meeting Facilitator must open the Selection Meeting and confirm with the Meeting Organiser that the quorum requirement has been met.
- 8.2. The Meeting Facilitator must inform the attendees of the role of:
  - a. The Meeting Facilitator, which includes being objective and not providing commentary or personal opinions on the Nominees;
  - b. The Returning Officer; and
  - c. Any Scrutineer.
- 8.3. The Meeting Facilitator must appoint one or more Members to be the Returning Officer or Officers for the selection, who are not eligible to vote.
- 8.4. The Meeting Facilitator must offer Candidates the opportunity to nominate one scrutineer each, to observe the counting of the votes.
- 8.5. The Meeting Facilitator must inform attendees of the selection procedure, including the time limits, introduce the Nominees, and announce the speaking order.
- 8.6. The selection procedure must meet the following requirements:
  - a. All Electorate Candidate Nominees must be given the same time to speak, with the order of speaking determined randomly before the start of the meeting.
  - b. Once an Electorate Candidate Nominee has finished speaking, Members present may ask questions of that Nominee. Question time must be limited, with the same maximum time limit for each Candidate.
  - c. When all electorate Nominees have spoken, time must be provided for Members to put questions to all Electorate Candidate Nominees present.
  - d. The Meeting Facilitator, at their discretion, may:
    - i. Determine the speaking order for any questions;
    - ii. Rule any question out of order; and
    - iii. Bring any period of questioning to a close.
- 8.7. The Meeting Organiser or Returning Officer(s) must supply voting papers to the eligible Members, who may complete their voting paper and give it to the Returning Officer(s).
- 8.8. The Returning Officer(s) must count the votes and inform the Meeting Facilitator.
- 8.9. The Meeting Facilitator:
  - a. Allows the Scrutineers to raise any issues with the counting of the votes;
  - b. Informs the Nominees of the results first in private;

- c. Informs the Selection Meeting attendees of the results;
- d. Instructs the Returning Officers to destroy the voting papers; and
- e. Closes the meeting.

## 9. Voting Processes

### 9.1. If there are one or two Nominees:

- a. The voting method will be First Past the Post; and
- b. The voting paper will include an option for each Nominee and “re-open nominations”. Members may vote for one option.

### 9.2. If there are three or more Nominees:

- a. The voting method used will be Single Transferable Vote (STV); and
- b. The voting paper will include an option to rank Nominees or vote to re-open nominations. Members cannot rank “re-open nominations” but may choose it instead of ranking Nominees.

### 9.3. Nominations will be re-opened if “re-open nominations” receives at least 25% of the votes cast.

## 10. Meeting Organiser must complete an Outcome Declaration

The Meeting Organiser must complete a Selection Meeting Outcome Declaration within three days of the Electorate Candidate Selection Meeting.

## Processes following an unsuccessful Selection Meeting

### 11. Process if quorum is not met

If quorum is not met at the Selection Meeting:

- a. The Meeting Facilitator must close the Meeting;
- b. Within three days, the Meeting Organiser must restart the Selection Meeting process from clause 5 of this Appendix, with a new meeting convened within three weeks;
- c. Within three days, the Meeting Organiser must complete a Selection Meeting Outcome Declaration to inform the National Coordinator that quorum was not met.

### 12. Process if there is a draw

If the vote at the Selection Meeting results in a draw:

- a. The Meeting Facilitator must open the floor for further discussion and questions to the Candidates, and once further discussion and questions have finished, call for a re-vote.
- b. If there is still a draw following the second vote:

- i. The Meeting Facilitator must close the meeting; and
- ii. Within three days, the Meeting Organiser must restart the Selection Meeting process from clause 5 of this Appendix, with a new meeting convened within three weeks.
- iii. Within three days, the Meeting Organiser must complete a Selection Meeting Outcome Declaration to inform the National Coordinator of the draw.

### **13. Process if nominations are re-opened**

If the vote at the Selection Meeting results in nominations being re-opened:

- a. The Meeting Facilitator must first inform the Candidates in private and then inform the meeting that no Candidate was successful and close the meeting;
- b. Within three days, the Meeting Organiser must restart the Selection Meeting process from clause 2 of this Appendix;
- c. Within three days, the Meeting Organiser must complete a Selection Meeting Outcome Declaration to inform the National Coordinator that nominations will be re-opened.

### **14. Process if a re-convened Selection Meeting is unsuccessful**

- 14.1. If a re-convened Selection Meeting results in a draw after a re-vote; the result must be decided by a coin toss, or comparable randomised process, by the Meeting Facilitator to select between the two highest polling Nominees.
- 14.2. If quorum is not met at a reconvened meeting the decision must be made by a Selection Panel following the process for a Low-Capacity Electorate.
- 14.3. If nominations are re-opened at a reconvened meeting the Meeting Facilitator must call for a preferential vote to decide whether:
  - a. Nominations will be re-opened a second time with the decision to be made by a Selection Meeting;
  - b. Nominations will be re-opened a second time with the decision to be made by a Selection Panel following the process for a Low-Capacity Electorate; or
  - c. No Candidate will stand in the Electorate.

## **Alternative Selection Processes**

### **15. Selection Processes for a Low-Capacity Electorate**

- 15.1. The processes for non-Low-Capacity Electorates apply unless otherwise stated.
- 15.2. Where the appropriate Local Group does not have the capacity to organise a Selection Meeting but wishes to run a Candidate in the Electorate, CSEPC will designate it a Low-Capacity Electorate.

- 15.3. CSEPC must appoint a Meeting Organiser.
- 15.4. The Selection Meeting will be replaced by a meeting of a Selection Panel, who must choose the Electorate Candidate.
- 15.5. The Selection Panel is composed of:
  - a. Two Members chosen by Members in the electorate;
  - b. One Member chosen by the Province;
  - c. Two Members chosen by Kaunihera.
- 15.6. One of the two Members chosen by Kaunihera will be appointed to be the Chairperson of the Selection Panel Meeting who must fulfil the functions of a Meeting Facilitator but is permitted to vote, provide commentary and share opinions.
- 15.7. The quorum for the Selection Panel Meeting is four members.
- 15.8. Selection Panel members make an independent decision and cannot not be bound by the groups that appoint them.
- 15.9. The Selection Panel should aim to achieve a consensus decision on an Electorate Candidate, but if that is not possible it can vote using the process in clause 9 of this Appendix.
16. **Re-selection process for Electorate Candidates**
  - 16.1. If an Electorate Candidate steps down as a Candidate for an Electorate, or withdraws or is removed from the Candidate Pool, CSEPC must decide the appropriate process for re-selecting a Candidate.
  - 16.2. CSEPC must consult with the Campaign Committee and the relevant Local Group before making a decision.
  - 16.3. CSEPC may apply or adapt existing processes in these Procedures, including the process used for Low-Capacity Electorates, provided it makes best efforts to empower appropriate decision making by the Local Group within the time available.

## Appendix II: By-Election Selection Timeline and Processes

### Before the Selection Meeting for a By-Election

#### **1. Meeting Organiser must set Selection Meeting date for a By-Election**

- 1.1. The Meeting Organiser must work collaboratively with the By-Election Coordinator to set the date for the Electorate Selection Meeting, which should take place as soon as possible after the closing date for Applicants wishing to enter the Candidate pool.

1.2. The Selection Meeting date must be during the Electorate Candidate Selection Period.

## **2. Meeting Organiser must send a Selection Meeting Notice for a By-Election**

The Meeting Organiser must send a notice, as soon as practicable and at least ten days before the Selection Meeting to inform all Members in the electorate:

- a. Electorate Candidate nominations are open;
- b. The deadline for submitting Nominations, which must be no less than five days after the notice is sent and at least four days before the Selection Meeting date;
- c. The Selection Meeting Date;
- d. The eligibility requirements to vote at the Selection Meeting.

## **3. Meeting Organiser must appoint a Meeting Facilitator for a By-Election**

3.1. The Meeting Organiser must:

- a. Appoint an eligible Meeting Facilitator, in consultation with the By-Election Coordinator;
- b. Provide the appointed Meeting Facilitator with a copy of this Appendix.

3.2. A Member is eligible to be a Meeting Facilitator if they are free from conflicts of interest and are:

- a. A Kaunihera member, preferably from outside the province(s) within which the electorate is located;
- b. An MP; or
- c. A Member of appropriate standing approved beforehand by the Party Co-Convenors.

## **4. Meeting Organiser and By-Election Coordinator confirm valid nominations**

4.1. Nominations for Electorate Candidates close at least four days before the Selection Meeting.

4.2. Once nominations have closed, the By-Election Coordinator and Meeting Organiser are jointly responsible for confirming all valid nominations.

## **5. Meeting Organiser must send a Selection Meeting Confirmation Notice for a By-Election**

5.1. After nominations have been confirmed, the Meeting Organiser must send a Selection Meeting Confirmation Notice to all Members in the electorate which includes the:

- a. Date, time and place of the Selection Meeting;
- b. Names of the Candidates nominated; and
- c. The eligibility requirements to vote at the Selection Meeting.

- 5.2. The Selection Meeting Confirmation Notice must be sent as soon as possible after the close of nominations and at least two clear days before the Selection Meeting.
- 5.3. The Meeting Organiser must liaise with the relevant Membership Secretaries or Convenors to generate the roll of Members eligible to vote at the Selection Meeting.

### The day of the Selection Meeting for a By-Election

## **6. Responsibilities on the day of the Selection Meeting for a By-Election**

- 6.1. Before the start of the Selection Meeting, the Meeting Organiser must:
  - a. Work with the relevant Branch Convenors or Membership Secretaries to confirm the roll of Members eligible to vote at the meeting; and
  - b. Confirm the Meeting Facilitator understands the processes for the Selection Meeting.
- 6.2. Before the start of the Selection Meeting, the Meeting Facilitator must:
  - a. Explain the processes for the Selection Meeting to all Electorate Candidate Nominees; and
  - b. Randomly determine and communicate the speaking order for Nominees.

### During the Selection Meeting for a By-Election

## **7. Quorum at a Selection Meeting for a By-Election**

- 7.1. The Meeting Organiser must check and record each attendee's name on entry and determine who is entitled to vote.
- 7.2. The quorum requirement for a:
  - a. **Contested Selection Meeting:** is ten Members entitled to vote or 75% of Members of the electorate, whichever is fewer;
  - b. **Non-contested Selection Meeting:** is five Members entitled to vote or 75% of Members of the electorate, whichever is fewer.

## **8. Order of Business for a By-Election**

- 8.1. The Meeting Facilitator must open the Selection Meeting and confirm with the Meeting Organiser that the quorum requirement has been met.
- 8.2. The Meeting Facilitator must inform the attendees of the role of:
  - a. The Meeting Facilitator, which includes being objective and not providing commentary or personal opinions on the Nominees;
  - b. The Returning Officer; and
  - c. Any Scrutineer.



- 8.3. The Meeting Facilitator must appoint one or more Members to be the Returning Officer or Officers for the selection, who are not eligible to vote.
- 8.4. The Meeting Facilitator must offer Candidates the opportunity to nominate one scrutineer each, to observe the counting of the votes.
- 8.5. The Meeting Facilitator must inform attendees of the selection procedure, including the time limits, introduce the Nominees, and announce the speaking order.
- 8.6. The selection procedure must meet the following requirements:
  - a. All Electorate Candidate Nominees must be given the same time to speak, with the order of speaking determined randomly before the start of the meeting.
  - b. Once an Electorate Candidate Nominee has finished speaking, Members present may ask questions of that nominee. Question time must be limited, with the same maximum time limit for each Candidate.
  - c. When all electorate Nominees have spoken, time must be provided for Members to put questions to all Electorate Candidate Nominees present.
  - d. The Meeting Facilitator, at their discretion, may:
    - i. Determine the speaking order for any questions;
    - ii. Rule any question out of order; and
    - iii. Bring any period of questioning to a close.
- 8.7. The Meeting Organiser or Returning Officer(s) must supply voting papers to the eligible Members, who may complete their voting paper and give it to the Returning Officer(s).
- 8.8. The Returning Officer(s) must count the votes and inform the Meeting Facilitator.
- 8.9. The Meeting Facilitator:
  - a. Allows the Scrutineers to raise any issues with the counting of the votes;
  - b. Informs the Nominees of the results first in private;
  - c. Informs the Selection Meeting attendees of the results;
  - d. Instructs the Returning Officers to destroy the voting papers; and
  - e. Closes the meeting.

## **9. Voting Processes for a By-Election**

- 9.1. If there are one or two Nominees,
  - a. The voting method will be First Past the Post; and
  - b. The voting paper will include an option for each Nominee and “re-open nominations”. Members may vote for one option.
- 9.2. If there are three or more Nominees:

- a. The voting method used will be Single Transferable Vote (STV); and
  - b. The voting paper will include an option to rank Nominees or vote to re-open nominations. Members cannot rank “re-open nominations” but may choose it instead of ranking Nominees.
- 9.3. Nominations will be re-opened if “re-open nominations” receives at least 25% of the votes cast.

#### **10. Meeting Organiser must complete an Outcome Declaration for a By-Election**

The Meeting Organiser must complete a Selection Meeting Outcome Declaration within three days of the Electorate Candidate Selection.

#### Processes following an unsuccessful Selection Meeting

#### **11. Process if quorum is not met for a By-Election**

If quorum is not met at the Selection Meeting:

- a. The Meeting Facilitator must close the Meeting.
- b. The Meeting Organiser must, as soon as possible, work with the By-Election Coordinator to determine whether there is sufficient time to hold another Selection Meeting and, if so, must restart the Selection Meeting process from clause 5 of this Appendix.

#### **12. Process if there is a draw for a By-Election**

If the vote at the Selection Meeting results in a draw:

- a. The Meeting Facilitator must open the floor for further discussion and questions to the Candidates, and once further discussion and questions have finished, call for a re-vote;
- b. If there is still a draw following the second vote, the result will be decided by a coin toss, or comparable randomised process, by the Meeting Facilitator to select between the two highest polling Nominees.

#### **13. Process if nominations are re-opened for a By-Election**

If the vote at the Selection Meeting results in nominations being re-opened:

- a. The Meeting Facilitator must first inform the Candidates in private and then inform the meeting that no Candidate was successful and close the meeting;
- b. The Meeting Organiser must, as soon as possible, work with the By-Election Coordinator to determine whether there is sufficient time to hold another Selection Meeting and, if so, must restart the Selection Meeting process from clause 2 of this Appendix.

## Alternative Selection Processes for a By-Election

### **14. By-Election Selection Processes for a Low-Capacity Electorate**

- 14.1. The processes for non-Low-Capacity Electorates apply unless otherwise stated.
- 14.2. Where the appropriate Local Group does not have the capacity to organise a Selection Meeting but wishes to run a Candidate in the Electorate, CSEPC will designate it a Low-Capacity Electorate.
- 14.3. CSEPC must appoint a Meeting Organiser.
- 14.4. The Selection Meeting will be replaced by a meeting of a Selection Panel, who must choose the Electorate Candidate.
- 14.5. The Selection Panel is composed of:
  - a. Two Members chosen by Members in the electorate;
  - b. One Member chosen by the Province;
  - c. Two Members chosen by Kaunihera.
- 14.6. One of the two Members chosen by Kaunihera will be appointed to be the Chairperson of the Selection Panel Meeting who must fulfil the functions of a Meeting Facilitator but is permitted to vote, provide commentary and share opinions.
- 14.7. The quorum for the Selection Panel Meeting is four members.
- 14.8. Selection Panel members make an independent decision and cannot not be bound by the groups that appoint them.
- 14.9. The Selection Panel should aim to achieve a consensus decision on an Electorate Candidate, but if that is not possible it can vote using the process in clause 9 of this Appendix.

### **15. Re-selection process for Electorate Candidates for a By-Election**

- 15.1. If an Electorate Candidate steps down as a Candidate for an Electorate, or withdraws or is removed from the Candidate Pool, CSEPC must decide the appropriate process for re-selecting a Candidate.
- 15.2. CSEPC must consult with the Campaign Committee (if in place) and the relevant Local Group before making a decision.
- 15.3. CSEPC may apply or adapt existing processes in these Procedures, including the process used for Low-Capacity Electorates, provided it makes best efforts to empower appropriate decision making by the Local Group within the time available.

# Appendix III: Electorate Selection Timeline and Processes for a Snap Election

## Within 48 hours of the Snap Election Announcement

### **1. Branch Convenors must set Selection Meeting date for a Snap Election**

- 1.1. Within 48 hours of a Snap Election Announcement by Kaunihera, Branch Convenors must decide on a Selection Meeting date for their electorate(s).
- 1.2. Branch Convenors must coordinate with:
  - a. Any other Branch Convenors who share their electorate;
  - b. Any Branch Convenors of adjacent electorates in case there are Candidates wishing to stand for selection in more than one electorate.
- 1.3. The electorate Selection Meeting date must be:
  - a. Notified to the Members of the electorate and CSEPC immediately by the Branch Convenors; and
  - b. Scheduled to take place after CSEPC has made final decisions on which Applicants are in the Candidate Pool and no later than 11 days after the Snap Election Announcement.

### **2. Branch Convenors to appoint a Meeting Organiser for a Snap Election**

- 2.1. Within 48 hours of a Snap Election Announcement by Kaunihera, Branch Convenors must appoint an Electorate Selection Meeting Organiser.
- 2.2. Branch Convenors may appoint one of the Branch Convenors as the Meeting Organiser.

### **3. Meeting Organiser responsible for appointing a Snap Election Meeting Facilitator**

- 3.1. The Meeting Organiser must:
  - a. Appoint an eligible Meeting Facilitator; and
  - b. Provide the appointed Meeting Facilitator with a copy of this Appendix.
- 3.2. A Member is eligible to be a Meeting Facilitator if they are free from conflicts of interest and are:
  - a. A Kaunihera member, preferably from outside the province(s) within which the electorate is located;
  - b. An MP; or
  - c. A Member of appropriate standing approved beforehand by the Party Co-Convenors.

### 24 hours before the Snap Election Selection Meeting

#### **4. Meeting Organiser and CSEPC confirm valid nominations**

- 4.1. Nominations for Electorate Candidates close 24 hours before the Selection Meeting.
- 4.2. Once nominations have closed, CSEPC and Meeting Organiser are jointly responsible for confirming all valid nominations.

#### **5. Meeting Organiser must send a Snap Election Selection Meeting Confirmation Notice**

- 5.1. After nominations have been confirmed, the Meeting Organiser must send a Selection Meeting Confirmation Notice to all Members in the electorate which includes the:
  - a. Date, time and place of the Selection Meeting;
  - b. Names of the Candidates nominated; and
  - c. The eligibility requirements to vote at the Selection Meeting.
- 5.2. The Selection Meeting Confirmation Notice must be sent as soon as possible after the close of nominations and at least 12 hours before the Selection Meeting.
- 5.3. The Meeting Organiser must liaise with the relevant Membership Secretaries or Convenors to generate the roll of Members eligible to vote at the Selection Meeting.

### The day of the Snap Election Selection Meeting

#### **6. Responsibilities on the day of the Snap Election Selection Meeting**

- 6.1. Before the start of the Selection Meeting, the Meeting Organiser must confirm the Meeting Facilitator understands the processes for the Selection Meeting.
- 6.2. Before the start of the Selection Meeting, the Meeting Facilitator must:
  - a. Explain the processes for the Selection Meeting to all Electorate Candidate Nominees; and
  - c. Randomly determine and communicate the speaking order for Nominees.

### During the Snap Election Selection Meeting

#### **7. Quorum at a Snap Election Selection Meeting**

- 7.1. The Meeting Organiser must check and record each attendee's name on entry and determine who is entitled to vote.
- 7.2. The quorum requirement for a:
  - a. **Contested Selection Meeting:** is ten Members entitled to vote or 75% of Members of the electorate, whichever is fewer;
  - b. **Non-contested Selection Meeting:** is five Members entitled to vote or 75% of Members of the electorate, whichever is fewer.

## **8. Order of Business for a Snap Election Selection Meeting**

- 8.1. The Meeting Facilitator must open the Selection Meeting and confirm with the Meeting Organiser that the quorum requirement has been met.
- 8.2. The Meeting Facilitator must inform the attendees of the role of:
  - a. The Meeting Facilitator, which includes being objective and not providing commentary or personal opinions on the Nominees;
  - b. The Returning Officer; and
  - c. Any Scrutineer.
- 8.3. The Meeting Facilitator must appoint one or more Members to be the Returning Officer(s) or Officers for the selection, who are not eligible to vote.
- 8.4. The Meeting Facilitator must offer Candidates the opportunity to nominate one scrutineer each, to observe the counting of the votes.
- 8.5. The Meeting Facilitator must inform attendees of the selection procedure, including the time limits, introduce the Nominees, and announce the speaking order.
- 8.6. The selection procedure must meet the following requirements:
  - a. All Electorate Candidate Nominees must be given the same time to speak, with the order of speaking determined randomly before the start of the meeting.
  - b. Once an Electorate Candidate Nominee has finished speaking, Members present may ask questions of that Nominee. Question time must be limited, with the same maximum time limit for each Candidate.
  - c. When all electorate nominees have spoken, time must be provided for Members to put questions to all Electorate Candidate Nominees present.
  - d. The Meeting Facilitator, at their discretion, may:
    - i. Determine the speaking order for any questions;
    - ii. Rule any question out of order; and
    - iii. Bring any period of questioning to a close.
- 8.7. The Meeting Organiser or Returning Officer(s) must supply voting papers to the eligible Members, who may complete their voting paper and give it to the Returning Officer(s).
- 8.8. The Returning Officer(s) must count the votes and inform the Meeting Facilitator.
- 8.9. The Meeting Facilitator:
  - a. Allows the Scrutineers to raise any issues with the counting of the votes;
  - b. Informs the Nominees of the results first in private;
  - c. Informs the Selection Meeting attendees of the results;

- d. Instructs the Returning Officers to destroy the voting papers; and
- e. Closes the meeting.

## **9. Voting Processes for a Snap Election Selection Meeting**

- 9.1. If there are one or two Nominees,
  - a. The voting method will be First Past the Post; and
  - b. The voting paper will include an option for each Nominee and “re-open nominations”. Members may vote for one option.
- 9.2. If there are three or more Nominees:
  - a. The voting method used will be Single Transferable Vote (STV); and
  - b. The voting paper will include an option to rank Nominees or vote to re-open nominations. Members cannot rank “re-open nominations” but may choose it instead of ranking Nominees.
- 9.3. Nominations will be re-opened if “re-open nominations” receives at least 25% of the votes cast.

## **10. Processes following a Snap Election Selection Meeting**

- 10.1. The Meeting Organiser must complete a Selection Meeting Outcome Declaration as soon as possible and within 12 hours of the Electorate Candidate Selection Meeting.
- 10.2. The selected Electorate Candidate must complete and return the relevant forms required by CSEPC as soon as possible and within 24 hours of the Electorate Candidate Selection Meeting.

## Processes following an unsuccessful Snap Election Selection Meeting

### **11. Process if quorum is not met for a Snap Election Selection Meeting**

If quorum is not met at the Selection Meeting the Meeting Organiser must work with CSEPC to determine whether there is sufficient time to hold another Selection Meeting and, if so, how to provide sufficient notice to Members of the electorate.

### **12. Process if there is a draw for a Snap Election Selection Meeting**

If the vote at the Selection Meeting results in a draw:

- a. The Meeting Facilitator must open the floor for further discussion and questions to the Candidates, and once further discussion and questions have finished, call for a re-vote;
- b. If there is still a draw following the second vote the result will be decided by a coin toss, or comparable randomised process, by the Meeting Facilitator to select between the two highest polling Nominees.

### **13. Process if nominations are re-opened for a Snap Election Selection Meeting**

- 13.1. If the vote at the Selection Meeting results in nominations being re-opened, the Meeting Facilitator must first inform the Candidates in private and then inform the meeting that no Candidate was successful.
- 13.2. The Meeting Facilitator may open the floor for further discussion and questions to the Candidates, and once further discussion and questions have finished, call for a re-vote.
- 13.3. If no Candidate is elected following the vote(s) the Meeting Facilitator must close the meeting and the Meeting Organiser must complete a Selection Meeting Outcome Declaration as soon as possible and within 12 hours of the Electorate Candidate Selection Meeting.

### **Alternative Selection Processes**

#### **14. Selection Processes for a Low-Capacity Electorate**

- 14.1. The processes for non-Low-Capacity Electorates apply unless otherwise stated.
- 14.2. Where the appropriate Local Group does not have the capacity to organise a Selection Meeting but wishes to run a Candidate in the Electorate, CSEPC will designate it a Low-Capacity Electorate.
- 14.3. CSEPC must appoint a Meeting Organiser.
- 14.4. The Selection Meeting will be replaced by a meeting of a Selection Panel, who must choose the Electorate Candidate.
- 14.5. The Selection Panel is composed of:
  - a. Two Members chosen by the Members in the electorate;
  - b. One Member chosen by the Province;
  - c. Two Members chosen by Kaunihera.
- 14.6. One of the two Members chosen by Kaunihera will be appointed to be the Chairperson of the Selection Panel Meeting who must fulfil the functions of a Meeting Facilitator but is permitted to vote, provide commentary and share opinions.
- 14.7. The quorum for the Selection Panel Meeting is four members.
- 14.8. Selection Panel members make an independent decision and cannot not be bound by the groups that appoint them.
- 14.9. The Selection Panel should aim to achieve a consensus decision on an Electorate Candidate, but if that is not possible it can vote using the process in clause 9 of this Appendix.



## 15. Re-selection process for Electorate Candidates

- 15.1. If an Electorate Candidate steps down as Candidate for an Electorate, or withdraws or is removed from the Candidate Pool, CSEPC must decide the appropriate process for re-selecting a Candidate.
- 15.2. CSEPC must consult with the Campaign Committee and the relevant Local Group before making a decision.
- 15.3. CSEPC may apply or adapt existing processes in these Procedures, including the process used for Low-Capacity Electorates, provided it makes best efforts to empower appropriate decision making by the Local Group within the time available.

# Appendix IV: Voting System for List Ranking

### Voting process:

- Voters (Delegates for the Initial List and Members for the Final List) rank Candidates 1, 2, 3 etc.
- For the Delegate List, Delegates must rank all the Candidates
- For the Final List, Members can vote for the Delegate List or rank as many Candidates as they like.
- If they are standing as list Candidates, the Co-Leaders will always be ranked 1 or 2 on the list.

## 1. Ranked choice voting papers are counted using multiple STV counts

- 1.1. The counting method of the ranked choice voting papers are the same for both lists and involves multiple Single Transferable Vote (STV) counts, where each count excludes one Candidate and places them on the bottom of the list, until all Candidates are excluded except for the Candidate who is placed at the top of the list.
- 1.2. The STV counts use the Meek's method.

## 2. Procedure for counting the votes

The procedure for counting votes for list ranking follows these steps.

### Step 1: Remove withdrawn Candidates

If Candidates on the voting paper have subsequently withdrawn from the list ranking process, they are removed from each count, with the effect that any Candidate that is ranked after them will move up a place on each voting paper.

### Step 2: Complete the first count to place a Candidate at the bottom of the list

For the first STV count, the number of vacancies to fill is one fewer than the total number of Candidates. The Candidate that is not elected on this STV count is placed on the bottom of the list and excluded from future counts. In any further counts, votes for excluded Candidates are redistributed to the next ranked Candidate on the voters' voting paper.

**Step 3: Complete the second count to place a Candidate second from the bottom of the list**

For the second STV count, the number of vacancies to fill is two fewer than the total number of Candidates. The Candidate that is not elected on this second STV count is placed second from the bottom on the list.

**Step 4: Complete the third count to place a Candidate third from the bottom of the list**

For the third STV count, the number of vacancies to fill is three fewer than the total number of Candidates. The Candidate that is not elected on this second STV count is placed third from the bottom on the list.

**Step 5: Repeat the count until all Candidates have been placed on the list**

This process continues until all Candidates have been ranked.

**3. Place the Co-Leader(s) at 1 or 2 on the list**

For each list, if a Co-Leader is standing as a List Candidate, they will be ranked at 1 or 2 following the relevant clause in the Procedures and added to the top of the list following the completion of Step 5 above.

## Appendix V: List Adjustment Procedure

**1. Terms defined for this Appendix**

In this Appendix, unless context otherwise requires:

- **Working List** means the list used to build up the Adjusted Members' List. At the end of the process the Working List will be the Adjusted Members' List and will be sent to Party Co-Convenors;
- **Members' List** means the list as determined by a vote of the membership;
- **Balanced** means a list is balanced if it meets all the Balancing Criteria.

**2. List Adjustment Procedure:**

When calculating percentages, the number required to meet that percentage is determined by multiplying the number of Candidates on the Working List by the appropriate percentage and then rounding down to the nearest whole number.

The following steps should be used to create an Adjusted Members' List.

**Step 1: The Working List has only the Co-Leader(s) to begin with**

Add the Co-Leader(s) to the beginning of the Working List.

**Step 2: Add Candidates from the Members' List to the Working List**

Once the Working List has all the Candidates from the Members' List go to Step 3.

Until the Working List has all the Candidates from the Members' List, create the following three Potential Working Lists:

- a. Create a Potential Working List A by adding the Candidate on the Members' List with the highest ranking that is not on the Working List to the end of the Working List.
- b. Create a Potential Working List B by adding the Candidate on the Members' List with the second highest ranking that is not on the Working List.
- c. Create a Potential Working List C by adding the Candidate on the Members' List with the third highest ranking that is not on the Working List.

If the position of the Candidate, moved from Members' List to Working List to create Potential Working List A is two places below their position in Members' List then Potential Working List A is made the Working List so that no Candidate is moved more than two places from their position on the Members' List and return to start of step 2. If the Candidate is not two places below from their position on the Members' List, then follow the process below to consider the Balancing Criteria.

Refer to clause 3.4 for a full definition of the Balancing Criteria. A summary is:

<b>Criteria</b>	<b>Minimum percentage</b>
Māori	20% Māori descent
Gender	40% Women
Pasifika	10% Pasifika
Disability	10% Disabled
Region	20% Te Waipounamu/South Island
Age	10% 30 and under
Rainbow	10% Rainbow

If Potential Working List A is balanced for all criteria then make Potential Working List A the Working List and return to the start of step 2. If Potential Working List A is not balanced for all criteria then go to Potential Working List B.

If Potential Working List B is balanced for all criteria then make Potential Working List B the Working List and return to the start of step 2. If Potential Working List B is not balanced for all criteria then go to Potential Working List C.

If Potential Working List C is balanced for all criteria then make Potential Working List C the Working List and return to the start of step 2.

If Potential Working List A, Potential Working List B, and Potential Working List C are not balanced for all criteria, check whether each List is balanced for each criteria in the following order:

1. Māori,
2. Gender,
3. Pasifika,
4. Disability,
5. Region,
6. Youth, then
7. Rainbow.

After each criteria, examine how many Lists are balanced for that criteria.

If after the first criteria, only one List is balanced for that criteria, make that List the Working List and return to the start of step 2.

If after the first criteria, two Lists are balanced for that criteria, discard the List that is not balanced and consider the next criteria.

If after the first criteria all three Lists are balanced for that criteria, keep all Lists and consider the next criteria.

Continue from the start of this box for the next criteria in the list until only one List remains.

If no Lists meet the criteria consider how close (as defined below) each List is to meeting the criterion.

- a. Māori: (A) is closer than (B) if (A) has more Māori on it.
- b. Gender: (A) is closer than (B) if (A) has more women on it.
- c. Pasifika: (A) is closer than (B) if (A) has more Pasifika on it.
- d. Disability: (A) is closer than (B) if (A) has more disabled people on it.
- e. Region: (A) is closer than (B) if (A) has more South Islanders on it.
- f. Age: (A) is closer than (B) if (A) has more people under 30 on it.
- g. Rainbow: (A) is closer than (B) if (A) has more members of the Rainbow community on it.

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

If two Lists are equally close, and closer than the third, discard the third List that is not equally close and consider the next criteria.

If all three Lists are equally close for that criteria, keep all Lists and proceed to the next criteria.

After exhausting all criteria, if a List has not been selected, select Working List A before Working List B, Working List B before Working List C, and Working List A before Working List C. Make the selected List the Working List and return to the start of step 2.

### Step 3: Finalise the list

Once each Candidate on the Members' List is on the Working List, the Working List is finalised as the Adjusted Members' List. The Members' List and the Adjusted Members' List are provided to a Member Assembly for their consideration.