

### INTRODUCTION

This by-election is for one Featherston Community Board member. The vacancy has arisen from the recent resignation of Sophronia Smith.

A full candidate handbook was produced for the 2019 local body elections. A base description of the role of a community board member along with general information about candidate eligibility, campaigning requirements, election offences etc is listed in the handbook. A copy of that handbook is available from council office or by requesting a copy from the election helpline on 0800 666 928. It can also be viewed online at: [www.swdc.govt.nz](http://www.swdc.govt.nz)

### ELECTORAL OFFICER DETAILS

The Electoral Officer for this by-election is Warwick Lamm. Warwick is based in Tauranga and works for election management company electionz.com Ltd. The Electoral Officer can be contacted by: Phone 0800 666 928 or email [iro@electionz.com](mailto:iro@electionz.com).

The on-site Electoral Official for this by-election is Barbara Gavan. Barbara can be contacted on (06) 06 306 9611 Ext 832 or [barbara.sheehan@swdc.govt.nz](mailto:barbara.sheehan@swdc.govt.nz)

### SUMMARISED BY-ELECTION TIMETABLE

Thursday 24 June 2021	Public Notice of By-election NOMINATIONS OPEN PRELIM ROLL OPEN FOR INSPECTION
Thursday 22 July 2021	NOMINATIONS CLOSE (NOON) PRELIM ELECTORAL ROLL CLOSES
ASAP after 22 July 2021	Public notice of confirmed candidate(s) and whether election required.
<b>IF ELECTION REQUIRED</b>	
Thursday 26 August 2021	DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts
Friday 17 September 2021	ELECTION DAY Voting closes 12 noon – counting commences Preliminary results available as soon as practicable
From Wednesday 22 September 2021	Official declaration Public notice of declaration of result as soon as practicable after 17 September
By Monday 15 November 2021	Return of electoral expense forms

### MEETING ARRANGEMENTS

Currently the board meets on an 8 weekly basis, with meetings held in Kiwi Hall in Featherston. The meetings usually start at 7.00pm and typically last up to 2 hours. Meeting agendas are distributed electronically to members in advance of the meetings.

### REMUNERATION

The current annual salary for Featherston Community Board members is \$3,253. The Chair is paid a higher salary. Salaries are paid monthly.

### CANDIDATE ELIGIBILITY

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

### CANDIDATE WITHDRAWALS

A candidate can withdraw their nomination by application to the electoral officer up to the close of nominations i.e. 12 noon, Thursday 22 July 2021.

Candidates cannot strategically or politically withdraw their nomination once nominations have closed. Candidates may only withdraw after the close of nominations for medical reasons, i.e. incapacity.

A medical certificate confirming incapacity must be provided for a withdrawal notice lodged after the close of nominations. An application can be made by a candidate or an agent on their behalf.

### TERM OF OFFICE

The successful candidate at this election will hold office for the remainder of the previous member's term i.e. until the conclusion of the next triennial election in October 2022. Elected members are eligible for re-election if they choose to re-stand.

### CANDIDATE PROFILE STATEMENT AND PHOTO REQUIREMENTS

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

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

Candidate profile statements are governed by Sections 61 and 62 of the Act. Profiles must be provided at the same time as the nomination document, but should also be emailed to the Electoral Official, Barbara Gavan at [barbara.sheehan@swdc.govt.nz](mailto:barbara.sheehan@swdc.govt.nz)

## CANDIDATE PHOTOS

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

Note: The onus is on the candidate to ensure that all nomination documents including the profile and photo are submitted to the Electoral Official by 12 noon on Thursday 22 July 2021.

## CAMPAIGNING

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

1. Campaigning can commence anytime but must cease by the close of voting day, i.e. 12 noon Friday 17 September 2021.
2. No election material can contain any untrue statement defamatory of any candidate and calculated to influence the vote of any elector or include an imitation voting paper which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contains such direction or indication likely to influence the voter.
3. Candidates cannot use any SWDC resources as part of their campaigning material i.e. SWDC logos or images created by SWDC.

## ELECTION ADVERTISING

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

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

## ELECTION HOARDINGS

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

## CAMPAIGNING EXPENDITURE LIMITS

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

## LODGEMENT OF NOMINATION FORMS

Completed nomination forms for this by-election must be lodged with the Electoral Official, Barbara Gavan, South Wairarapa District Council office at 19 Kitchener St, Martinborough before midday on Thursday 22 July 2021. Along with the nomination form, each candidate must also:

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

Election Helpline 0800 666 928