

Pre-notice of motions for Business Session 1



National Council of
Women of New Zealand
Te Kaunihera Wahine o Aotearoa

Date:	03 JULY 2018
To:	All members of NCWNZ
Author:	Board, NCWNZ
Purpose:	To provide pre-notice of motions to be discussed at Conference 2018 by members.
Action:	PROVIDE FEEDBACK BY MONDAY 16 JULY 2018

Background

The NCWNZ Conference is an annual event and makes a number of decisions and approvals to guide the organisation. The Board wishes to provide the meeting procedures and proposed motions early, with a view to gain any feedback from members before the final Conference papers are sent out on 20 July 2018.

The core business of Conference is noted in By Law 4 of our Constitution:

By Law 4

The business of the Conference shall comprise, in no particular order:

- a) *Minutes of the previous Conference;*
- b) *Annual Report of the Board;*
- c) *Reports from Standing Committee Convenors;*
- d) *Acceptance of audited Financial Statements;*
- e) *In every even-numbered year, the election of the Board and Standing Committee Convenors. The elections shall take place on the second day of Conference;*
- f) *Remits/Motions of which notice has been given;*
- g) *Notices of urgent motions of which 24 hours' notice has been given, and for the inclusions of which two thirds of those present and entitled to vote have agreed.*
- h) *Setting of subscriptions and levies;*
- i) *Ratification of the membership of new NOM Members; and*
- j) *General business.*

Recommendation

Please review the proposed meeting procedures and motions, and offer any feedback to the Board by Monday 16 July 2018 to the NCWNZ office, by email to office@ncwnz.org.nz.

Proposed Meeting procedures

These procedures follow the same format as last year. These are issued with the Conference papers on the 20 July, and set the framework for the discussions for the meeting and in particular the voting.

1. The Conference will follow the rules of NCWNZ as set out in the Constitution (Dated 2 June, 2017).
2. In the event of an issue not being covered by these rules, the publication *Guide for Meetings and Organisations (8th Edition)* by N.E. Renton will be used.
3. The quorum for Conference shall be such number of members that can between them exercise not less than 50% of the available votes and shall include not less than one third of the Branches and one third of the NOMs.
4. Unless otherwise required by the Constitution (e.g. urgent motions), all motions shall be determined by a simple majority of those entitled to vote. This includes everyone entitled to vote, including those who are not present and have not exercised their vote by proxy.
5. A person may vote in one capacity only.
 - a. All Branches have one vote as their President (or nominated representative) and for every 15 members each branch has, another voting delegate, to a maximum of 10 voting delegates.
 - b. All Nationally Organised Members (NOMs) have one voting delegate per organisation.
 - c. All National Individual Members (NIMs) have one fifteenth (1/15) of a vote.
 - d. All Life Members have one vote.
 - e. All Convenors have one vote.
 - f. All Board members have one vote.
6. Notwithstanding point 5 above, votes may be exercised by proxy. In such instances, the proxy will, in addition to their own vote entitlement, be counted as representing the votes of voters that are unable to attend in person. National Office must receive a completed online Proxy Form no later than ten business days in advance of Conference (by Friday 17 August 2018) if a voter intends to exercise their vote by Proxy.
7. If a motion is moved by the President, no seconder is necessary.
8. Voting on motions is by show of cards or, on demand of any financial Member present, by secret ballot. Note motion 7 below seeks to
9. Abstentions to voting will not be called for, except where a voter requests their abstention be recorded.
10. The Presiding Officer has a deciding vote as well as a deliberate vote at each session.
11. Policy remit speaking times:
 - Proposer, 3 minutes
 - Seconder, 2 minutes
 - Other speeches shall be limited to 2 minutes for each speaker
 - Right of reply, 2 minutes (or as set by the Board)
 - 20 minutes for each motion. Time may be extended at the discretion of the President
 - Speakers from the floor are to be managed by the Presiding Officer of that session.
12. Notices of urgent motions, i.e. matters that have arisen since the closing date for all Conference papers, go through two stages:
 - a. They are voted on to be recognised by the Conference as being urgent. This vote must be passed by 2/3 majority of those present and entitled to vote.

- b. Having been accepted, the motion requires 2/3 majority of those present and entitled to vote to be carried.
- 13. Voting members, non-voting members and guests shall be seated only in their designated area during business sessions.
- 14. Anyone who wishes to distribute information, pamphlets, papers, petitions etc at Conference, must seek prior approval of the President of the Board.

Proposed Motions for Conference

The Board has pre-drafted the likely motions to propose for the members-day meeting. This paper sets out those proposed motions for the membership to vote on. These motions are subject to change on the day. Any motion moved by the chair of the meeting, does not require a seconder.

Motion 1: Conference 2018 roles

THAT the 2018 Conference appoints the following people to these roles:

- Time Keeper - (x 1 person TBC)
- Tally Clerks - (x 3 people TBC)
- Chief Tally Clerk - (x 1 people TBC)
- Resolutions Committee - (x 3 people TBC)
- Procedural Advisor - (x 1 people TBC)
- Scrutineers - (x 3 people TBC)
- Minute Taker - (x 1 person TBC)

Mover: Vanisa Dhiru, President

Motion 2: Conference 2017 Minutes

These minutes will be available in the Conference 2018 papers.

THAT the 2017 Conference minutes for the National Council of Women New Zealand Incorporated be received and be confirmed as a true and accurate record.

Mover: Vanisa Dhiru, President

Motion 3: Annual report 2017/18

This report will be available in the Conference 2018 papers, and will include reporting from Standing Committee Convenors.

THAT the 2017/18 Annual Report and attachments for the National Council of Women New Zealand Incorporated be accepted.

Mover: Vanisa Dhiru, President

Motion 4: Finance reports 2017/18

These reports will be available in the Conference 2018 papers.

THAT the 2017/18 Annual Performance Report (including Statement of Financial Performance and Statement of Financial Position) for the National Council of Women New Zealand Incorporated be accepted.

Mover: Lisa Lawrence, Vice President

Secunder: TBC

Motion 5: Appointment of Auditor for 2018/19

NCWNZ's charitable status requires that our accounts be audited. Moore Stephens Markhams has been our auditor for several years and worked with us in the past months to develop our consolidated reporting. The Board is satisfied with their services, and recommends their retention for the 2018/19 year.

THAT Moore Stephens Markhams is appointed as the auditors for the National Council of Women New Zealand Incorporated for the 2018/19 year.

Mover: Lisa Lawrence, Vice President

Seconder: TBC

Motion 6: Appointment of Honorary Solicitor for 2018/19

Securing the services of an honorary solicitor is good practice. Sue Barker has extensive knowledge of NCWNZ and has expertise in charitable sector issues since 1999 and in private legal practice since 2002. Sue has provided legal advice and represented NCWNZ when we were deregistered as a charity, and was instrumental in NCWNZ regaining our charitable status. Sue became the first Honorary National Life Member of NCWNZ in 2016.

THAT the Honorary National Life Member Sue Barker LLB (Hons) (First Class), BCA, CA is approved as the NCWNZ Honorary Solicitor for the 2018/19 year.

Mover: Lisa Lawrence, Vice President

Seconder: TBC

Motion 7: Remits to be voted on by ballot

The Board is aware we have limited time with members on Friday for the remit process. To save time and reduce any errors by counting votes of raised hands from the floor, we wish to propose all remits are voted by paper ballot.

THAT voting on remits at the 2018 NCWNZ Conference be by paper ballot.

Mover: Vanisa Dhiru, President

Motion 8: New Nationally Organised Members (NOMs)

In accordance with Rule 7.3, the Board has considered the following applications and recommends them for ratification at Conference as Nationally Organised Members (NOMs).

THAT the following organisations become ratified as a Nationally Organised Member (NOMs) of NCWNZ.

- Women's March Aotearoa New Zealand
- Public Services Association (PSA)

Mover: Vanisa Dhiru, President

Motion 9: New Honorary National Life Member

According to clause 8.12 and 8.13 of the Constitution,

“Conference may vote, by a two thirds majority of those present and entitled to vote, to confer Honorary National Life Membership on an individual who has rendered distinguished service to NCWNZ at a national and/or international level.

An Honorary National Life Member shall not be required to pay subscriptions. She has the right to speak but not to vote at Conference.”

The NCWNZ Board fully endorse the following nomination.

THAT the Right Honorable Helen Clark ratified as Honorary National Life member of NCWNZ.

Mover: NCWNZ Board

Seconder: TBC

Proposed Motions for Member Fees from 1 April 2019

Motion 10: Branch Capitation Fees from 1 April 2019

The Board indicated at the Conference 2017 we would not increase fees for branch members this coming year. The Board wishes to indicate a likely increase in 2019/20 for this category of membership.

We want move to a universal membership date of (31st March). Should members join part-way through the year, they are charged a pro rata rate for the remainder of their first year and then pay a complete fee on the following universal membership date.

This motion enables branches to charge membership and pay capitation fees pro rata for new members. This means the branch will pay \$60/\$30 for new members joining between April - September 2019 or \$30/\$15 for new members joining after October 2019.

THAT the 2018 Conference authorises branches to pay capitation fees pro rata for new Branch members during 2019/2020 as follows:

- Between 1 April - 31 September 2019
 - Branch Representatives from LOMs and NOMs, \$60
 - Waged Branch Individual and Corresponding members, \$60
 - Unwaged Branch Individual and Corresponding members, \$30 (e.g. unemployed, students, seniors)
 - Branch Life Members, \$30

Members who join after 1 October 2019 may be charged half the above fee.

Mover: NCWNZ Board

Secunder: TBC

Motion 11: National Individual Member (NIM) fees from 1 April 2019

We want to move to a universal membership date of (31st March). Should NIMs join part-way through the year, they are charged a pro rata for the remainder of their first year and then pay a complete fee on the following universal membership date.

The Board indicated at the Conference 2017 we would not increase fees for NIMs this coming year. The Board wishes to indicate a likely increase in 2019/20 for this category of membership.

THAT the 2018 Conference authorises National Individual Members (NIMs) to pay capitation fees pro rata for new Branch members during 2019/2020 as follows:

- Between 1 April - 31 September 2019
 - Waged National Individual Members, \$60
 - Unwaged National Individual Members, \$30 (e.g. unemployed, students, seniors)
- Members who join after 1 October 2019 may be charged half the above fee.

Mover: NCWNZ Board

Secunder: TBC

Motion 12: Nationally Organised Member (NOM) fees from 1 April 2019

We want move to a universal membership date of (31st March). Should NOMs join part-way through the year, they are charged a pro rata rate for the remainder of their first year and then pay a complete fee on the following universal membership date.

The Board proposes a member fee increase from 2017/18 for NOMs, based on a sliding scale that fairly recognises the size and financial resource of our largest members.

Should Nationally Organised Members join part-way through the year, they are charged a pro rata for the remainder of their first year and then pay a complete fee on the following universal membership date. after 1 October 2019 should be charged half the fee.

THAT the 2018 Conference authorises National Organised Members (NOMs) to pay capitation fees pro rata for new Branch members during 2019/2020 as follows:

- With declared income up to \$100,000 per annum, \$90
- With declared income up to \$250,000 per annum, \$125
- With declared income up to \$500,000 per annum, \$225
- With declared income up to \$750,000 per annum, \$325
- With declared income up to \$1 Million per annum, \$425
- With declared income over \$1 Million per annum, \$525
- Members who join after 1 October 2019 may be charged half the above fee.

Mover: NCWNZ Board

Seconder: TBC