

PRE-NOTICE OF MOTIONS for Conference 2019



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

Issued to NCWNZ members on Friday 31 May 2019

The NCWNZ Conference is an annual event and makes a number of decisions and approvals to guide the organisation. This year the conference will be held on Friday 30 August and Saturday 31 August at the National Library of New Zealand, Te Puna Matauranga o Aotearoa in Wellington.

Friday will be a members-only day, covering these motions below and remits. Saturday will be a public day, and include keynote speakers, seminars and development sessions.

Members must register for Conference online: <https://ncw2019.lilregie.com>

In preparation for Conference, 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 Friday 19 July 2019.

Background to meeting

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 Friday 28 June 2019 via the NCWNZ office, by email to office@ncwnz.org.nz.

Proposed Meeting procedures

The following procedures are the same format as last year, however we have updated the text. These will be issued with the Conference papers on 19 July 2019, and set the framework for discussions and voting at the meeting.

Rules

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.

Voting and quorum

3. A delegate to Conference may vote in one capacity only.
 - All Branches have one vote as their President (or nominated representative) and for every 15 members each branch has, another voting delegate (maximum of 10 voting delegates).
 - All Nationally Organised Members (NOMs) have one voting delegate per organisation.
 - All National Individual Members (NIMs) have one fifteenth (1/15) of a vote.
 - All National Life Members have one vote.
 - All Convenors have one vote.
 - All Board members have one vote.
4. 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. If a voter intends to exercise their vote by Proxy, National Office must receive a completed online Proxy Form no later than ten business days in advance of Conference (by Friday 16 August 2019).
5. 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.
6. 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.
7. Voting on motions can be by show of cards, paper ballot or electronic ballot. Any financial Member present, may demand voting for any motion by secret paper ballot.
8. The Presiding Officer has a deciding vote as well as a deliberate vote at each business session.

Procedures

9. If a motion is moved by the President, no seconder is necessary.
10. Abstentions to voting will not be called for, except where a voter requests their abstention be recorded.
11. Speakers from the floor are to be managed by the Presiding Officer of that business session.
12. Urgent motions will be considered by the Board if received before 9am Thursday 29 August. Any notices of urgent motions, i.e. matters that have arisen since the closing date for all Conference papers, go through two stages:
 - 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.
 - If accepted, the motion requires 2/3 majority of those present and entitled to vote to be carried.

Speaking times

13. Speaking times for remits are:
 - Proposer, 3 minutes

- Seconder, 2 minutes
 - Right of reply, 2 minutes
14. Each remit will have a time limit of 20 minutes each. Time may be extended at the discretion of the President.
15. Other speeches shall be limited to 2 minutes for each speaker.

Seating and materials

16. Voting members, non-voting members and guests shall be seated only in their designated area during business sessions.
17. 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 2019 roles

THAT the 2019 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 - Pip Jamieson, Christine Low, Beryl Anderson*
- *Procedural Advisor - (x 1 people TBC)*
- *Scrutineers - (x 3 people TBC)*
- *Minute Taker - (x 1 person TBC)*

Mover: Vanisa Dhiru, President

Notes:

The Board will be seeking volunteers for roles in red before Conference.

Motion 2: Conference 2018 Minutes

THAT the 2018 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

Notes:

These minutes will be available in the Conference 2019 papers.

Motion 3: Annual report 2018/19

THAT the 2018/19 Annual Report and attachments for the National Council of Women New Zealand Incorporated be accepted.

Mover: Vanisa Dhiru, President

Notes:

This report will be available in the Conference 2019 papers, including reporting from Standing Committee Convenors.

Motion 4: Finance reports 2018/19

THAT the 2018/19 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

Seconder: TBC

Notes:

These reports will be available in the Conference 2019 papers.

Motion 5: Appointment of Auditor for 2019/20

THAT Moore Stephens Markhams are appointed as the auditors for the National Council of Women New Zealand Incorporated for the 2019/20 year.

Mover: Lisa Lawrence, Vice President

Seconder: TBC

Notes:

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 for our reporting. The Board is satisfied with their services, and recommends their retention for the 2019/20 year.

Motion 6: Appointment of Honorary Solicitors for 2019/20

THAT the Buddle Findlay are approved as NCWNZ's Honorary Solicitors for the 2019/20 year.

Mover: Lisa Lawrence, Vice President

Seconder: TBC

Notes:

Securing the services of an honorary solicitor is good practice. The Board have used the services of Buddle Findlay for pro bono legal services since 2016. They have provided pro bono services for our constitutional changes and interpretation, and support for tenancy agreement reviews.

Motion 7: New Nationally Organised Members (NOMs)

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

- *X number of new applications received, TBC*

Mover: Vanisa Dhiru, President

Notes:

In accordance with Rule 7.3, the Board will considered applications and recommend them for ratification at Conference as Nationally Organised Members (NOMs) if received.

Motion 8: New National Life Member

THAT Rae Duff be ratified as National Life Member of NCWNZ.

Mover: Wellington Branch

Seconded: Hutt Valley Branch and Graduate Women New Zealand

Rationale:

Rae Duff has contributed significantly to NCWNZ, and to the promotion of women's rights and education at local, national and international level over many years. Rae has been a long-standing member of Graduate Women New Zealand, and Graduate Women International, serving previously as Wellington Branch President, National President, and has held the role of Education Committee Convener of Graduate Women International.

Rae has been Academic Dress Convenor since 2009, and currently holds the position of Vice President Graduate Women International – Legal and Governance.

She joined the Wellington Branch of NCWNZ in 2002 as a delegate for Graduate Women. She became Education Standing Committee Convenor from 2008 until 2012. She was First Vice President of NCWNZ from 2012 until 2014 and National President of NCWNZ from 2014 until 2017. Rae contributed to the preparation of NCWNZ's Alternate Reports to CEDAW from 2008 and attended and presented at the UN Commission on the Status of Women annual forum in New York from 2014 to 2017. She has also attended Asia and Pacific Regional meetings of the International Council of Women ICW and the ICW triennial conference.

Rae is currently Treasurer of the Wellington Branch and is a member of the Parliamentary Watch Committee.

Already awarded the status of an Officer of the New Zealand Order of Merit ONZM and Member Emerita of GWNZ in recognition of outstanding service, Wellington Branch now wishes to acknowledge Rae's long and significant service to NCWNZ by awarding her Life Membership of the organisation.

Notes:

According to clauses 8.8 - 8.11 of the Constitution,

- 8.8. A National Life Member may be nominated by the Member's Branch, or NOM or by the NCWNZ Board.
- 8.9. Conference may vote by a two-thirds majority of those present and entitled to vote to confer National Life Membership on an individual who has rendered distinguished service to NCWNZ at national and/or international level, over and above the performance of the duties of elected office.
- 8.10. Every National Life Member shall be entitled to speak and to vote at Conference and in the Branch of which she is a Member (if applicable).
- 8.11. A National Life Member shall not be required to pay subscriptions.

The NCWNZ Board fully endorse the following nomination.

Motion 9: New National Life Member

THAT Beryl Anderson be ratified as National Life Member of NCWNZ.

Mover: Hutt Valley Branch

Seconders: Christchurch Branch, Hamilton Branch, Southland Branch, Auckland Branch

Rationale:

Beryl Anderson first joined NCWNZ in Rotorua in 1989 and was a member to 2000. She served as National President from 1995 – 1998.

Beryl became a member of Hutt Valley branch in 2001, and has been on Branch Executive since 2005. She served as Treasurer from 2005 – 2010, and currently is the Vice President and a Life Member of the Hutt Valley Branch.

Beryl is always willing to give members the benefit of her considerable knowledge of NCWNZ. She takes an active part in Action Items and branch discussions. She has worked on Deed Trust for Lower Hutt SHE Trust. She is currently Treasurer and Trust member. SHE Trust is affiliated to NCWNZ Hutt Branch.

Beryl was elected as Secretary to the NCWNZ National Board in 1998, a position she held until she was elected National President in 2002, and served as Immediate Past President in 2004.

Beryl has served on Parliamentary Watch Committee for many years - as a member 2004-2005, as Convener 2005–2010 and then reappointed as Parliamentary Watch Convener in 2014, a position she currently holds. She has presented many well-written high-quality submissions on behalf of NCWNZ to Parliamentary Select Committees, as one way to influence positive change to the status of women in NZ.

Beryl has been Procedural Advisor and a member of Resolutions Committee at numerous NCWNZ Conferences.

Beryl has a consummate understanding of NCWNZ processes, the NZ legislative processes and the UN CEDAW process. She has presented NGO reports to the CEDAW Monitoring Committee, 2007, 2012 and in 2018; and helped facilitate alternate reports to CEDAW that were reported in 2003, 2007, 2012, 2018.

Beryl led the delegation to International Council of Women Triennial Meeting, Perth 2003. She was a member of delegation to Kiev meeting 2006 and Jakarta inter-regnum 2008.

Beryl has served as Treasurer of the committee organising IWD breakfasts.

Over the years, Beryl has represented the branch at various government, local government and women's organisations events.

Notes:

Please see Constitutional clauses above. The NCWNZ Board fully endorse the following nomination.

Proposed Motions for Member Fees from 1 April 2020

Motion 10: Branch Capitation Fees from 1 April 2020

THAT the 2019 Conference authorises branches to pay capitation fees pro rata for new Branch members during 2020/2021 as follows:

- *Between 1 April - 31 September 2020*
 - *Branch Representatives from LOMs and NOMs, \$70*
 - *Waged Branch Individual and Corresponding members, \$70*
 - *Unwaged Branch Individual and Corresponding members, \$35 (e.g. unemployed, students, seniors)*
 - *Branch Life Members, \$35*
- *Members who join after 1 October 2020 may be charged half the above fee.*

Mover: NCWNZ Board

Secunder: TBC

Notes:

The Board indicated a likely increase in 2019/20 for this category of membership at Conference 2018.

Motion 11: National Individual Member (NIM) fees from 1 April 2020

THAT the 2019 Conference authorises National Individual Members (NIMs) to pay capitation fees pro rata for new Branch members during 2020/2021 as follows:

- *Between 1 April - 31 September 2020*
 - *Waged National Individual Members, \$70*
 - *Unwaged National Individual Members, \$35 (e.g. unemployed, students, seniors)*

Members who join after 1 October 2020 may be charged half the above fee.

Mover: NCWNZ Board

Secunder: TBC

Notes:

The Board indicated a likely increase in 2019/20 for this category of membership at Conference 2018.

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

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

- *Between 1 April - 31 September 2020*
 - *\$100*
- *Members who join after 1 October 2020 may be charged half the above fee.*
- *Members will also be encouraged at the time of annual renewal to offer a fee higher than \$100 to be invoiced.*

Mover: NCWNZ Board

Secunder: TBC

Notes:

The Board proposed a member fee increase for NOMs at Conference 2018, based on a sliding scale that they thought fairly recognised the size and financial resource of our largest members. This motion was lost. Discussion noted the Board did not conduct sufficient consultation with NOMs on the proposed change.

A survey was issued to NOM members in May to seek feedback on a suitable fee price and structure. The majority of respondents preferred a \$100 fee and option to be invoiced more.

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