

Terms of Reference

Wellington City Council Advisory Groups

Accessibility Advisory Group

Environmental Reference Group

Pacific Advisory Group

Takatāpui Rainbow Advisory Council

Youth Council

## Contents

Terms of Reference.....	3
Groups.....	3
Purpose .....	3
Expectations .....	4
Reporting.....	5
Meetings.....	5
Training for members.....	6
Membership.....	6
Terms of Appointment .....	8
Payment .....	8
Budget .....	9
Support funds to enable members to fully participate at meetings .....	9
Conflict Resolution.....	9
Conflict of Interest.....	9
Review of Terms of Reference .....	10
Appendix A: Role descriptions for the advisory group Chair, members, Liaison Officers, Responsible City Council Manager and Appointed Councillor .....	11
Appendix B: Code of Conduct .....	15
Appendix C: Recruitment and Selection Process .....	17
Appendix D: Process for Conducting Advisory Group Leadership Elections.....	18

# Terms of Reference

## Groups

The advisory groups of Wellington City Council are the:

- Accessibility Advisory Group (AAG)
- Environmental Reference Group (ERG)
- Pacific Advisory Group (PAG)
- Takatāpui Rainbow Advisory Council (TRAC)
- Youth Council (YC)

## Purpose

The purpose of the Accessibility Advisory Group is to:

- Advise Council on how to help grow a great and accessible City, where barriers to people with impairments are minimised.
- Bring lived experience and knowledge to Council around accessibility issues in the context of Council's roles and priorities.
- It is recognised that members come from and remain connected to their communities, it is from this foundation members share their expertise and lived experience in this advisory role, and engage with their communities and others as part of the wider council consultation processes. The expectations around this connection are set out in the *Communication and Involvement of communities* points below'.

The AAG will not be seen as representing all views on accessibility in the City.

The purpose of the Environmental Reference Group is to:

- Advise Council on the best ways to improve Wellingtonian's quality of life environmentally, socially, culturally and economically by protecting and enhancing the local environment.
- Bring knowledge and insight into Council around the environment, including water, energy, waste, biodiversity, urban design, climate change, heritage and transport management, in the context of Council's roles and priorities.

The ERG will not be seen as representing all views on the environment in the City.

The purpose of the Pacific Advisory Group is to:

- Advise Council on how to help grow a great City, where Pasifika peoples thrive and contribute to Council's priorities.
- Bring knowledge and extra insight into Council about how the different needs of Wellington's Pasifika communities can be addressed in the context of Council's roles and priorities.

- It is recognised that members come from and remain connected to their communities, it is from this foundation members share their expertise and lived experience in this advisory role, and engage with their communities and others as part of the wider council consultation processes. The expectations around this connection are set out in the *Communication and Involvement of communities* points below'

The PAG will not be seen as representing all Pasifika people in the City.

The Purpose of the Takatāpui Rainbow Advisory Council is to:

- Assist and advise the City Council on how to help grow a great City where diverse rainbow people and communities thrive and contribute to the city's priorities.
- Bring knowledge and insight to Council to ensure rainbow inclusion in our City.
- It is recognised that members come from and remain connected to their communities, and share their expertise and individual lived experience in this advisory role.

The Takatāpui Rainbow Advisory Council will not be seen as representing all rainbow people in the City.

The purpose of Youth Council is to:

- Assist and advise the City Council on how to help grow a great City where young people thrive and contribute to the City Council's priorities.
- Bring extra insight to Council (a youth perspective) to solve problems facing a changing world.
- Develop the capabilities of its members (including leadership and engaging wider youth).

The Youth Council will not be seen as representing all young people in the City.

## **Expectations**

Members will be accountable for their efforts to provide<sup>1</sup>:

- Constructive advice – on City Council projects and policies, where possible identifying evidence and solutions, whilst taking into account the wider needs, issues and views of their communities.
- Communication – engage with the City Council and relevant communities to increase information flow and build knowledge of Council processes to increase involvement in Council decision-making and civic life. This could include advisory group-led engagement projects when agreed by the City Council.

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<sup>1</sup> Within their capabilities and any legitimate time / resource constraints.

- Involvement of communities - work with council staff to help City Council involve more people and communities in the setting and meeting of city-wide objectives. The City Council is ultimately responsible for full community consultation.

The specific work areas where members will contribute will be set out in the annual work programme. The work programme will be finalised reasonably quickly and in a collaborative way. That annual work programme will be determined jointly between the advisory group, Council officers, Chair of the appropriate Committee and Councillor representative. This will take into account the Council's priorities as well as the skills, experience, interests and commitments of advisory group members. This will enable members to have early input into the City Council's work<sup>2</sup>.

Council officers will report back to the advisory groups on how advice was considered, and whether or not officers and councillors chose to act on that advice, with reasons given at the appropriate time through e-mail and at advisory group meetings.

Council officers will take appropriate steps to ensure the safety of members attending advisory group meetings.

The City Council liaison officer, working with the Chair, will track meeting attendance and contribution to workflows. Issues considered will include:

- Punctuality and attendance of meetings
- Behaviour in relation to the role and Code of Conduct
- Degree of active involvement in the work of the group.

\*See Terms of Appointment.

## **Reporting**

The advisory groups will publicly report to the appropriate Council committee with the agreed workplan within the first four months of each financial year.

The advisory groups will publicly report to the appropriate Council Committee within the first four months of each financial year. The report will refer to the agreed work plan and outline progress against this over the previous year, and any issues it wishes to raise with Council.

The names of members, their attendance and minutes of the group's meetings will be available on the Council website and annual report.

## **Meetings**

There will be up to 12 paid meetings per year for each of the full AAG, ERG, PAG, and TRAC. There will be up to 20 paid meetings per year of the full Youth Council.

A provisional meeting schedule will be agreed once the year's intake of members start their appointments. This schedule can be varied throughout the year.

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<sup>2</sup> Work of Council includes Council's strategy and policy development, planning and service delivery.

PAG will have a quorum of at least half the current number of members, and at least four island groups represented.

## **Training for members**

In return for their commitment, the Council will provide members with:

- An induction explaining the machinery of local government, the Council's functions and processes, and the role of the advisory groups.
- Training or resources as necessary to fulfil their roles as an advisory group member. For example, chairing, contributing at meetings, understanding the role of local government, and presentation skills as needed or on request.

In light of the additional purpose to develop the capabilities of Youth Council members, secondments and Council roles may be offered to high performing Youth Council members. Council will provide Youth Council members with opportunities to attend conferences/seminars and be a youth representative on various working parties/project teams.

## **Membership**

The AAG, ERG, and TRAC will have up to 12 members. The PAG will have up to 17 members. The Youth Council will include up to 20 members. Role descriptions for members are included in Appendix A.

## **Criteria for membership**

Advisory group members need to:

- live within the boundaries of Wellington City Council at the time of selection.
- have the ability to work with other people and work in a team.

Further details of the roles and accountabilities of members (including the Chair's) and non-members that support the advisory groups are in Appendix A.

AAG members need to have:

- the experience or knowledge around people living with impairments
- a broad knowledge of 'accessibility' as well as being able to advise on the wider needs and issues affecting people with impairments
- good relationships and networks with a range of communities

Subject to the above, the Council will during recruitment, have regard to maintaining an appropriate balance of impairment types, age and gender mix, Māori and other ethnic communities needs and issues.

ERG members need to have:

- a familiarity with the natural or built environment of Wellington City.
- some involvement (or knowledge of) practical environmental initiatives.

- demonstrated awareness of and enthusiasm for natural or built environmental issues.
- links into the community and a willingness to make use of those links for contributing to the agreed work programme.
- an ability to give a balanced view that aims to find solutions.

Subject to the above, the Council will try to include in ERG an appropriate balance of experience and expertise, diversity of gender, and representation of tikanga Māori and other communities

In addition, a representative from Council's mana whenua partners will be invited to be a member of the ERG. Council officers will maintain a communication link between mana whenua partners and the ERG.

PAG will include:

- Three members from Samoan communities.
- Two members from each of the following communities: Cook Islands, Tonga, Fiji, Niue, Tokelau and Tuvalu.
- One member from a Melanesian community and one member from a Micronesian community.

Subject to the above, the Council will during recruitment, have regard to maintaining an appropriate balance of age and gender mix, and representation of tikanga Māori. Where one or more place is not able to be filled, the remaining PAG members will still continue to meet.

TRAC members need to:

- be a member of the rainbow community.

Careful and considerate attention will be given to ensure that the group contains a diverse range of representatives from the rainbow community along with two places specifically reserved for takatāpui members.

We use the term 'rainbow' to include all people of minority genders and attractions or sexual orientations, and those with diverse sex characteristics, including, for example, gay, lesbian, bisexual, transgender, intersex, queer, nonbinary, genderqueer, genderfluid, agender, asexual, pansexual, takatāpui, tāhine, whakawahine, tangata ira tane, fa'afafine, fa'atatama, mahu, mahukane, vakasalewalewa, palopa, akava'ine, fakaleiti, fiafifine and fakafifine.

Subject to the above, Wellington City Council will, during recruitment, have a commitment to promoting intersectionality in Takatāpui Rainbow Advisory Council membership, to ensure the inclusion a broad range of Wellington City's rainbow population, including diversity of culture, gender, race, sexual orientation, age, disabilities, interest, subject-matter experience and occupations.

Youth Council members need to:

- be between 14-24 years of age.

Subject to the above, Wellington City Council will, during recruitment, have regard for the aims for Youth Council membership to include a broad range of Wellington City's youth population, including diversity of culture, gender, sexual orientation, impairments, interest, subject-matter experience and occupations.

## **Terms of Appointment**

The standard term of appointment for AAG, ERG, PAG, and TRAC will be three years. The standard term of appointment for Youth Council will be two years.

Membership will cease if a member resigns and may cease if a member:

- misses more than three consecutive meetings without apology or four meetings within one year.
- does not work proactively during any one financial year review period, or
- behaves in a way that violates the Code of Conduct (Appendix B) or is otherwise seen as detrimental to the effective operation of the advisory group.

A member can sit on a group for two consecutive terms for AAG, ERG, PAG, and TRAC. A member can sit on the group for three consecutive terms for Youth Council.

A member may be nominated for a future term not immediately after them completing the maximum number of consecutive terms.

The term and process for electing the Chair / Deputy Chair or Co-Chairs is set out in Appendix D.

Advisory groups will have a rolling membership to ensure that the group has some experienced members at all times.

## **Payment**

There will be up to 12 paid meetings per year for each of the full AAG, ERG, PAG, and TRAC. There will be up to 20 paid meetings per year of the full Youth Council.

Members will be paid \$110 per meeting for up to 12 meetings per year they attend of the full AAG, ERG, PAG, or TRAC. Members will be paid \$55 per meeting for each meeting of the full Youth Council they attend.

The Chair will be paid \$150 for every meeting per year of the full AAG, ERG, PAG, or TRAC attended. If any group decides to have more than one member in the role of Chair, the additional \$40 available to the Chair will be split between the Co-Chairs.

The Chair will receive \$75 per meeting for each meeting of the full Youth Council they attend. If the Youth Council decides to have more than two members in the role of Chair, the Co-Chairs will each receive \$65 per meeting for each meeting of the full Youth Council they attend.

The City Council will also support the group by providing refreshments and assistance with travel to or from the paid meetings of the group.

The City Council at its discretion will consider providing extra resources to the advisory groups on a case-by-case basis (including for planning) and where those extra resources to enable the group to meaningfully contribute to the Council's goals.



## **Budget**

The advisory groups are set up to inform the work and activities of the City Council. The groups will not be given an independent budget to commission work or undertake activities outside of work that is agreed with the City Council.

## **Support funds to enable members to fully participate at meetings**

The Council will support members who face particular barriers to participation to fully participate in advisory group meeting. Any payments will be on a case-by-case basis and at the discretion of the relevant Council directorate. Support may include the following:

- Reimbursement for reasonable travel expenses required to allow members with physical impairments to travel to meetings and participate in advisory group-based activities.
- Payment of up to \$40 per hour by the Council if a support person is required for a member to fully participate in the group's discussions.

Payments will not be made to members to provide care for children or other family members to allow attendance at AAG meetings.

The Council will ensure Council-based meeting venues are fully accessible with accessible toilets and that other required assistance (such as New Zealand Sign Language interpreters) is available.

## **Conflict Resolution**

Should conflict occur, the Chair/Co-Chairs and group will work with Council Officers to resolve the conflict.

If there are any concerns, members should raise them:

- with the Chair of the group if concerns are about other members.
- with the responsible Councillor and/or the Group's ELT member if concerns are about the Chair of the group.
- with the Chair of the group (who will decide whether to raise them with the Group's ELT member) if concerns are about employees.

## **Conflict of Interest**

Members will be asked to complete a conflict of interest form when they join the advisory group and at the beginning of each year they sit on the group. WCC's Council liaison officer will be responsible for providing members with a conflict of interest form as part of new member induction packs and to all members at the beginning of each year.

Members are also expected to notify the liaison officer of any new or emerging conflicts of interest at the start of each meeting.

For the purpose of the advisory groups, conflicts of interest are deemed to occur where a member advises on work-streams that impact on:

- money or other resources the member has invested outside Council
- the member's family, or
- official positions the member holds on groups or bodies outside of Council.

### **Review of Terms of Reference**

The Terms of Reference will be reviewed as required. The advisory groups will be involved in any review. All changes to the Terms of Reference will need approval by the appropriate Council committee.

## Appendix A: Role descriptions

### Members

Position	Roles and accountabilities
<b>Chair</b>	<ul style="list-style-type: none"> <li>• encourage open communication where all members can effectively contribute.</li> <li>• work with advisory group members and City Council officers to compile meeting agendas.</li> <li>• work with advisory group members and City Council officers to develop, complete and implement the group’s annual work programme.</li> <li>• be the spokesperson for the advisory group and represent the views and recommendations of the group.</li> <li>• work with the Council liaison officers to review the contribution of advisory group members at the yearly review and raise any concerns with the appropriate Council Officer.</li> </ul> <p>The PAG Chair will:</p> <ul style="list-style-type: none"> <li>• sign off the minutes if the Deputy Chair was not present at the previous meeting.</li> </ul> <p>Members of the ERG, AAG TRAC and YC will elect a Chair / Deputy Chair or Co-chairs annually. PAG will elect a Chair / Deputy Chair or Co-chairs three-yearly. Refer to Appendix D for the full election process.</p>
<b>Deputy Chair</b>	<ul style="list-style-type: none"> <li>• support the Chair in their role.</li> <li>• act in place of the Chair if the Chair is unavailable or has a conflict of interest.</li> </ul> <p>The PAG Deputy Chair will:</p> <ul style="list-style-type: none"> <li>• sign off the minutes of the previous meeting.</li> </ul>
<b>All Advisory Group Members (including Chair and Deputy Chair)</b>	<ul style="list-style-type: none"> <li>• be prepared for meetings and consider issues with an open mind.</li> <li>• actively participate in advisory group meetings and contribute to the actions agreed in the annual work programme.</li> <li>• pass minutes at meetings.</li> <li>• arrive at meetings on time.</li> <li>• establish, maintain and make the most of existing relationships with other groups around the City.</li> <li>• provide advisory group and City Council information to their networks.</li> <li>• bring issues and opportunities to their advisory group and assist the City Council to canvass relevant community views.</li> </ul>

	<ul style="list-style-type: none"> <li>• not take individual issues to the advisory group that can be dealt with via general enquiries to the City Council’s Information Centre.</li> <li>• comply with the Code of Conduct in Appendix B.</li> <li>• have their contributions reviewed annually against the current “Terms of Appointment”.</li> </ul> <p>AAG members will:</p> <ul style="list-style-type: none"> <li>• Keep a broad knowledge of accessibility issues and issues affecting people with impairments.</li> <li>• Be available and attend any other training/meetings that may be planned</li> <li>• Be committed to appropriately providing information to the range of organisations and communities supporting or including people with impairments, and seeking their feedback.</li> </ul> <p>ERG members will:</p> <ul style="list-style-type: none"> <li>• Keep a board knowledge of issues affecting the natural and built environment.</li> </ul> <p>PAG members will:</p> <ul style="list-style-type: none"> <li>• Proactively establish, maintain and make the most of existing relationships with Pasifika groups and diverse Pacific individuals in the City, including Church Ministers, young and old pacific persons, people who were both Island-born and born in New Zealand.</li> <li>• Maintain a broad knowledge of issues and opportunities for Pacific Peoples and their communities.</li> <li>• Advise from a ‘pan-pacific’ perspective’ (I.e. not limited to the views of a specific organisation or nation group.)</li> </ul>
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### Non-Members who will work with the advisory groups

Position	Roles
<b>City Council liaison officers</b>	<ul style="list-style-type: none"> <li>• administration, support and promotion of the group. This will include the induction of new members, development of agendas, recording meeting minutes and following up on action points to report back to the group.</li> <li>• work with the Chair / Deputy Chair or Co-chairs to set the meeting agenda.</li> <li>• work with the Chair to track attendance and review the contribution of advisory group members at the yearly review.</li> <li>• work across Council business units to help them effectively engage the advisory groups in the</li> </ul>

	<p>development and implementation of policy, strategy, planning and service delivery in the city.</p> <ul style="list-style-type: none"> <li>• progress projects agreed between the advisory groups and officers, including ensuring officers across Council's business units engage with advisory groups in the right ways and at the right stages of a work-stream.</li> <li>• liaise with other Council officers around presentations and the development of projects, plans, etc.</li> <li>• liaise with Council officers to ensure that feedback is provided to the group on advice that the group has given.</li> <li>• liaise with families for minors.</li> <li>• ensure safety of minors.</li> <li>• ensure officers presenting to the groups are informed of, and present information to the groups that is targeted to the group's needs.</li> </ul>
<b>Responsible City Council Manager</b>	<ul style="list-style-type: none"> <li>• approve the advisory groups annual work programmes</li> <li>• help the City Council liaison officer ensure officers work with advisory groups in the right ways and stages.</li> </ul>
<b>Liaison Executive Leadership Team member</b>	<ul style="list-style-type: none"> <li>• Consider concerns raised by members concerning the Chair of the group.</li> <li>• Consider concerns raised by members concerning employees if the Chair has raised them.</li> <li>• Facilitate discussion where there is a need for better understanding or alignment between the group and staff.</li> <li>• Assist the liaison officers and Council business units with: <ul style="list-style-type: none"> <li>○ ensuring a shared understanding of the purpose of the Groups and the work of the business units</li> <li>○ ensuring information and advice is provided in a timely manner</li> <li>○ involving each other in relevant planning and scoping work</li> <li>○ operating a 'no surprises' policy with each other</li> </ul> </li> </ul>
<b>Liaison Councillors</b>	<ul style="list-style-type: none"> <li>• act as a communication link between the City Council (Councillors and officers) and the advisory groups by attending <b>meetings on a regular basis.</b></li> <li>• provide with officers, information, advice and explanation of the Council's political process and agreed City</li> </ul>

	Council policy when required and facilitate feedback from the advisory groups to the City Council.
<b>Accessibility Advisor</b>	Regarding the Accessibility Advisory Group, they will: <ul style="list-style-type: none"><li>• Offer support on an 'as required' basis for communication of certain issues between the wider Council and the AAG.</li><li>• Work closely with the AAG, including attending meetings and reporting back on AAG's work-streams.</li><li>• Ensure that issues raised are discussed with the AAG and any outcomes/developments are reported back on.</li></ul>

## Appendix B: Code of Conduct

### 1. Objective

The objective of the code is to enhance:

- mutual trust, respect and tolerance between members as a group and with Councillors and Council staff
- the credibility and accountability of the Council within its communities.

The following is the standard of behaviour that is expected from members of Wellington City Council reference and advisory groups.

### 2. Relationships with others

Members will conduct their dealings with each other, and elected members, in ways that:

- are open, honest and maintain integrity.
- focus on issues rather than personalities.
- avoid aggressive, offensive and abusive conduct.
- maintain confidence in their group.

### 3. Relationships with Council staff

The effective performance of the group also requires a high level of cooperation and mutual respect between members and Council staff. To ensure this is maintained, members will:

- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees).
- observe any guidelines that the Chief Executive puts in place regarding contact with employees.
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee.
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee.
- raise concerns about employees only with the Chair of the group, who will then decide whether to raise the issue with an appropriate senior Council officer.
- not seek to improperly influence staff in the normal undertaking of their duties.

### 4. Contact with the media.

Groups may have the opportunity to input into a number of different initiatives and for consistency, it is important that a single point of contact is established to respond to any media enquiries.

- All media enquiries shall be redirected to Council staff.

- If it is agreed with Council staff that it is appropriate for a view to be expressed by the group, only the Chair, or the Chair's proxy, can represent the group to the media. The Chair will work with the Council's Communication and Engagement team in relation to any public comments.
- Views expressed to the media on behalf of the group must have been previously agreed on by the group as a whole.
- If a member is contacted by a journalist for a view from their group, they must refer the journalist to Council Staff.
- Members are free to express a personal view in the media or the view of other organisations of which they are a member, at any time. However, they must make clear that these represent their private views as an individual, or the view of their organisation.

## 5. Confidential Information

In the course of their duties members will receive information that they need to treat as confidential. This will often be information that is either commercially sensitive or is personal to a particular individual or organisation.

Members should be aware that failure to observe confidentiality will impede the performance of Council and could expose the Council to prosecution under the Privacy Act 1993 and/or civil litigation.

Council staff will ensure that advisory group members are aware which information is confidential.

## 6. Individual queries

Members will not bring individual issues to their advisory groups that can best be dealt with by going through the Council's Service Centre.

## 7. Honesty and Integrity

Members have a duty to act honestly. They must declare any private interests relating to their duties and take steps to resolve any conflicts of interest in such a way that protects the public interest. They must not act in order to gain financial or other benefits for themselves, their families, friends or business interests.

## 8. Complaints

Any complaints about other group members, officers or Councillors should be addressed confidentially to the Chair who can then raise the issue with relevant Council officers.



## **Appendix C: Recruitment and Selection Process**

Wellington City Council will call for expressions of interest from qualified residents from within the city's boundaries via a number of different media. Residents interested in being an advisory group member will complete an application.

### **Annual Intake**

After having called for expressions of interest and a given application period, the advisory groups Chairs can shortlist applicants for interviewing. Interviews will be conducted based upon a shortlist of applicants, who will be interviewed by the advisory group Chair and Deputy Chair or Co-chairs, and the Council Liaison officers.

### **Replacement of Vacancies**

Vacancies will be recruited for annually for all advisory groups.

# **Appendix D: Process for Conducting Advisory Group Leadership Elections**

## **Purpose**

1. This document outlines how to run an election for chair and deputy chair, or co-chairs, of Wellington City Council's advisory groups.

## **Overview**

2. The advisory groups hold yearly leadership elections for the position of chair and deputy chair, or co-chairs. A maximum of two co-chairs are permitted.
3. The Council liaison officers are responsible for running the election.
4. The advisory groups will first determine by vote which leadership model they wish to use (chair and deputy chair, or co-chairs).
5. Members will self-nominate for a position.
6. Candidates will be able to speak to the meeting for one minute.
7. Voting will be by secret ballot.
8. The candidates with the highest number of votes will be elected.

## **Timing of leadership elections**

9. Each advisory group elects their leadership election at a different time. The timing of elections may be changed with the agreement of the group and its liaison officers.
10. AAG, ERG and TRAC hold their leadership election yearly in the second meeting of the calendar year.
11. PAG holds their leadership election three yearly in the second meeting of the fiscal year.
12. Youth Council holds their leadership election yearly in the first meeting in March or the second Youth Council meeting of the calendar year, whichever comes later.
13. Sometimes a vacancy may arise in the position of chair, deputy chair, or co-chair. In such a case an additional leadership election should be held as soon as is practicable.
14. The leadership election will be a substantive item on the agenda for the relevant meeting and will be scheduled for approximately 30 minutes.

## **Pre-meeting Tasks**

15. The liaison officers will announce the upcoming leadership election at the meeting prior to the meeting where the election is to be held.

16. The liaison officers will circulate this document to members.
17. Nominations may be received before the meeting and will be noted by the liaison officers.

### **Status of current leadership**

18. Members holding leadership positions will continue to hold those positions until the conclusion of the meeting in which a leadership election is held at which point the newly elected leaders will assume their roles.
19. In the case of an additional election to fill a vacancy in the chair or deputy chair position, the remaining incumbent may run for the vacancy. If they are successful, then another election will be held for the position they vacated.
20. Any member, including current leadership, may run for any position.

### **Explanation of election process**

21. The election process will follow this format:
  - a. Determination of leadership model.
  - b. Election of chair and deputy chair, or co-chairs.
22. The liaison officers will explain the election process to members.

### **Determination of leadership model**

23. Prior to any election, one member will be selected by the group to assist in counting and verifying the votes.
24. At every regular leadership election, the advisory group will determine a leadership model to be used.
25. At an additional leadership election, if only one position is vacant then the election will use the current leadership model. If both positions are vacant, then there will be a vote on the leadership model the same as in a regular election.
26. The advisory group may choose to use one of the following two leadership models:
  - a. One chair and one deputy chair, or
  - b. Two co-chairs.
27. The leadership model must be determined before the election of chair, deputy chair, or co-chairs.

### ***Debate and voting on leadership model***

28. The liaison officers will call for members to speak for or against either option. If members wish to speak, then they must indicate this to the liaison officers who will keep a speaking list.

29. Members will write the leadership model they wish to vote for on a ballot handed out by the liaison officers.
30. Once voting has finished, the liaison officers will collect the votes. One liaison officer and the selected member will count and verify the votes in a separate room.
31. A liaison officer will announce the leadership model with the highest number of votes. No vote totals or margins will be announced.
32. If the vote is a tie, then a liaison officer will announce that the vote was tied, and the current leadership model will be retained.
33. The result of the vote will be recorded in the minutes of the meeting.
34. The liaison officers will ensure the destruction of the ballots after the vote.

### **Election of chair, deputy chair, or co-chairs**

35. If a chair and deputy chair leadership model is chosen, the following process will be followed:
  - a. Nominations for chair are received,
  - b. Candidates for chair address the meeting,
  - c. Voting for chair is conducted,
  - d. Nominations for deputy chair are received,
  - e. Candidates for deputy chair address the meeting,
  - f. Voting for deputy chair is conducted.
36. If a co-chairs leadership model is chosen, the following process will be followed:
  - a. Nominations for co-chairs are received,
  - b. Candidates for co-chair address the meeting,
  - c. Voting for co-chairs is conducted simultaneously.

### ***Opening of nominations***

37. Members seeking election to any position must self-nominate to run in that election.
38. The liaison officers will call for nominations at the meeting of the election. Nominations may also be received by the liaison officers at any point prior to calling for nominations.
39. The liaison officers will read a list of prior nominations received before calling for any more nominations.
40. Nominations may be received from members who are not present at the meeting.
41. Nominations will be noted down and recorded in the minutes of the meeting.

42. If there is only one nomination, then that candidate will be declared as the winner of the election.
43. A candidate who is unsuccessful in the election for chair may nominate themselves again for the position of deputy chair.

#### ***Candidates to address meeting***

44. Before voting takes place, candidates may address the meeting for up to one minute.
45. If a member runs for both chair and deputy chair, they may speak for one minute before each vote.
46. Candidates who are absent from the meeting may address the meeting via audio or audio-visual link.

#### ***Voting to take place***

47. Voting will take place in the meeting.
48. Voting will take place by secret ballot.
49. Only members present at the meeting may vote. This includes members present by audio or audio-visual link.
50. Members will write the name of the candidate they wish to vote for on a ballot handed out by the liaison officers.
51. The liaison officer will ensure that members attending by audio or audio-visual link are able to vote in a private manner.
52. If a co-chairs model is selected, then members shall have 2 votes.
53. Once voting has finished, the liaison officers will collect the votes. One liaison officer and the selected member will count and verify the votes in a separate room.

#### ***Announcement of the vote and follow-up procedures***

54. For a chair and deputy chair model, the liaison officers will declare the candidate with the highest number of votes elected to the position. No vote totals, margins, or order of other candidates will be announced.
55. For the co-chairs model, the liaison officers will declare the two candidates with the highest number of votes elected to the positions. No vote totals, margins, or order of other candidates will be announced.
56. If the vote is tied, then the liaison officers will announce that the vote is tied, and the vote will be resolved by drawing a name out of a hat.
57. The result will be recorded in the minutes.
58. The liaison officer will ensure that ballots are destructed after the vote.

## **Additional election in the case of a vacancy**

59. If a vacancy arises in the position of chair, deputy chair, or co-chair, then an additional election will be held to fill the vacancy as soon as practicable.
60. If the vacancy arises close to the time of a regular leadership election, then the advisory group may agree to wait until the regular leadership election to fill the vacancy. The group may also agree to hold the regular leadership election early to fill the vacancy.
61. If only one position is vacant then the election will use the current leadership model. If both positions are vacant, then there will be a vote on the leadership model the same as in a regular election.
62. An additional leadership election will use the same process as a regular leadership election.
63. In the case of an additional election to fill a vacancy in the chair or deputy chair position, the remaining incumbent may run for the vacancy. If they are successful, then another election will be held for the position they previously held.
64. The term of a chair, deputy chair, or co-chair will end at the next regular leadership election.