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25th Annual General Meeting of the Career Development Association of New Zealand 7-8pm Tuesday 5th July 2022 via Zoom

To all CDANZ Full, Professional, Fellow, and Life Members

Call for Constitutional Remits and Nominations for the National Executive Committee 2022

Information and instructions on the voting process follow, including forms for submitting Remits and Nominations for the AGM.

Remits and Nominations must be received by the Secretary no later than **5pm Friday 27th May 2022**.

Email to: generalmanager@cdanz.org.nz

Subject line: CDANZ AGM

Voting papers

Remits and Nominations will be collated and emailed to Full, Professional, Fellow, and Life members along with voting instructions by **3rd June 2022**. Any member who has not received their voting papers by this date is asked to contact CDANZ Administration by email: info@cdanz.org.nz

Those unable to attend the AGM will be able to submit their vote using a voting form that must be received by email by **5 pm Monday 4th July 2022**. Please be aware that this is the only way to submit a vote if you are unable to attend the AGM. Proxy votes are unable to be taken over Zoom during the AGM.

Counting Votes

A Returning Officer will be appointed by the National Executive Committee (hereafter may be shortened to "Executive" in this document) at the beginning of the Annual General Meeting.

Voting in the meeting will be carried out by Zoom Polling. The Returning Officer will display and read the Poll results to all in attendance, along with the total figures for any early votes received prior to the Meeting from members who are unable to attend. Results will be decided according to the following criteria:

- The highest polling nominees for the National Executive Committee, in descending order, will fill the committee position[s] until all positions are filled. In the event of a tie, the position will go to the candidate who draws the shortest straw.
- Remits which seek to change the Constitution require a two-thirds majority to pass. All other remits that receive over 50% positive votes will be deemed to be carried.



The results of the Executive elections and Constitutional remits will be declared at the AGM and published on the CDANZ website www.cdanz.org.nz.

Call for Constitutional Remits 2022

The rules of the Association are outlined in the Constitution. The Constitution can be altered by remits passed at an AGM. To be valid, a remit must be completed **using the attached form** (or complete the Word form on the AGM page) and be **signed by** the following, both of whom must be **current Full, Professional, Fellow, or Life members** of CDANZ:

- Proposer
- Seconder

Constitutional remits must:

- Be written ready for inclusion in the Constitution if accepted at the AGM
- Include a rationale for the change to the rules of the Association.

Stand for the National Executive Committee 2022

Nominations are called for positions on the **National Executive Committee** of CDANZ Incorporated. The Committee can consist of up to ten voted-on (not co-opted) members.

Current Committee: Heather Lowery-Kappes (President), Cherie Perrow (Vice President), Hana Lambert (Treasurer), Hilary Scott-Ker (Secretary), Paula Rewi, Denise Raymond. Serena Tiaiti.

Changes pending are

- Robyn Cannell is stepping down having completed her term on the National Executive Committee.
- Serena Tiaiti and Hilary Scott-Ker having been co-opted onto the National Executive Committee will be formally voted onto the National Executive Committee AGM 2022
- Nominations have been received for Gabrielle Riley and Paul Fennesey to be voted on at AGM

Eligibility to stand for, nominate, or second members, and vote in the election of the National Executive Committee, is restricted to **current Full, Professional, Fellow, and Life members only**.

All CDANZ National Executive Committee members can expect a time commitment of attending approximately twelve meetings per year (four face-to-face generally in Auckland, eight Zoom) as well as significant involvement in a variety of projects. Allocation of roles will be determined at the first meeting.

We encourage anyone considering nomination to view information about the Executive on the CDANZ website www.cdanz.org.nz or contact Heather Lowery-Kappes (president@cdanz.org.nz) for further details.

To be valid, nominations must be completed **using the form below** (or complete the Word form on the [AGM page](#)) and be **signed by** the following, all of whom must be **current Full, Professional, Fellow, or Life members** of CDANZ:



- Candidate

- Nominator

- Seconder



CDANZ Constitutional Remit Form 2022

Proposer

Full/Professional/Fellow/Life
Membership Number:

Proposer's Signature:

Secunder

Full/Professional/Fellow/Life
Membership Number:

Secunder's Signature:

Constitution Clause *Please indicate where in the Constitution this remit would be inserted, and (a) if this is a new clause, or (b) which clause is being changed*

Applicable Clause Number:

Remit *(NB: please write in the style of the Constitution)*

Rationale *(NB: please provide a clear rationale for this change)*



CDANZ National Executive Committee Nomination Form 2022

Name of Candidate _____

Full/Professional/Fellow/Life
Membership Number: _____

Candidate's Signature:
(The person standing for election) _____

Candidate's email address: _____

Nominator _____

Full/Professional/Fellow/Life
Membership Number: _____

Nominator's Signature: _____

Secunder _____

Full/Professional/Fellow/Life
Membership Number: _____

Secunder's Signature: _____

Brief profile of the Candidate (this information will be included with voting papers)

(NB: please include other documents with this form if more space is required)