



Te Pūnaha Tautapa Nominations

Key dates

Nominations open on **Friday 15 July 2022** and close at **noon on Friday 12 August 2022**.

A Public notice calling for nominations will be made on Wednesday 13 July.

Availability of nomination forms

Each nomination must be made on the appropriate nomination form. A separate nomination form is required for each position.

Nomination forms will be available from Friday 15 July at:

- Christchurch City Council Civic Offices, 53 Hereford Street
- All Christchurch City Council Service Centres
- By phoning the Electoral Officer: 03 941 8581
- Emailing elections2022@ccc.govt.nz
- On the Council website: ccc.govt.nz/elections

Completing nomination forms

Each nomination form must have the consent of the candidate and a candidate must be nominated by **two** electors whose names appear on the electoral roll for the city, ward or subdivision (for example, if a person wishes to stand for election to a ward, then that person must be nominated by two electors from the ward).

A candidate **cannot** nominate himself/herself.

If a candidate is unable to sign the nomination paper (for example they are overseas) a letter of consent signed by the candidate can be attached to the nomination paper. A scanned copy of a completed nomination paper will also be accepted if provided with all nomination documents and nomination deposit payment (or evidence of).

Other names

If a candidate is commonly known in the community by a slightly different name (e.g. Edward Smith is commonly known as Ted Smith) and has been known by this name for at least the last six months (to the satisfaction of the Electoral Officer), the commonly known name may appear on the voting paper.

A candidate who wishes to use their commonly known name on the voting document will be required to provide both their full name and the name they are commonly known by on their completed nomination form.

Candidates can use their commonly known name for their campaigning material.



Titles

Titles (i.e. Dr, JP, Sir, Dame etc.) are not permitted next to the candidate's names on the voting paper or candidate profile statement, but can be included as part of the candidate's 150 word candidate profile statement text if desired.

Titles can be used by candidates in campaigning material. It is only on voting documents where they cannot be shown.

Residency in area

A candidate must declare if they reside in the area of election or not. This is shown at the top of the candidate profile statement but does not count as part of the 150 words.

Standing in other elections in New Zealand

A candidate must declare if they are standing as a candidate in any other triennial local government election in New Zealand in 2022. This is shown at the top of the candidate profile statement but does not count as part of the 150 words.

Affiliation

The nomination form provides for a candidate to have a political party or group affiliation or other designation.

Individual candidates who are not part of a political party or group may wish to nominate their designation as "Independent" or leave as blank (if left blank, nothing will show alongside the name on the voting paper).

A candidate requiring a specific political party affiliation must have authority to adopt the affiliation from the party, organisation or group concerned (i.e. a letter of consent or similar). This is a safety measure to avoid any illegal adoption of party, group or organisation affiliations.

No party affiliation or other designation that is offensive in nature or likely to confuse or mislead electors will be accepted.

The Electoral Officer may require written evidence that a candidate belongs to a group or organisation if there is some contention about the use of a particular party or group affiliation.

The affiliation limit is 38 characters including spaces. This will be strictly enforced.

Website addresses, hashtags, Twitter handles or Facebook links will not be accepted as an affiliation.

Submitting the nomination documents

From Friday 15 July nomination documents for Christchurch City Council elections can be lodged at:

Electoral Office
Christchurch City Council Civic Offices,
53 Hereford Street, Christchurch

or can be emailed to: nomination2022@ccc.govt.nz

But should the documents be received by the Electoral Officer after the close of nominations the nomination is invalid.

Nomination papers and proof of citizenship can be scanned as pdfs and emailed to the Electoral Officer, including evidence of the \$200 deposit if made by online banking. Candidate profile statements must be provided in text format (not pdf) and photos should be scanned as jpg files.



It is the responsibility of the candidate to ensure all nomination documents are submitted together and they are all correct.

The lodgement of nomination documents should not be left to the last minute.

Nominations close at noon on Friday 12 August 2022.

All nomination documents must be submitted at the same time, i.e. nomination paper, candidate profile statement, photo, proof of New Zealand citizenship and nomination deposit or evidence of the deposit. A nomination will not be accepted if any components are missing.

Once lodged, nomination papers are checked to ensure the candidate is eligible (including that their name appears on a parliamentary roll) and the nominators are two electors whose names appear on the electoral roll for the relevant electoral issue (ward, subdivision etc.). Formats of candidate profile statements are also checked.

Lodging nomination forms should not be left to the last minute. If a nomination form is lodged late on the morning that nominations close and is incorrectly completed or ineligible nominators are provided, there may not be enough time to correct the situation and the nomination paper could be invalidated. To avoid this, candidates should ensure their nomination forms are lodged in sufficient time to be checked and allow for correction if necessary.

Once accepted, nomination forms are a public document and are open for inspection.

Nomination deposits

A deposit of \$200 (including GST) must accompany each nomination paper. If an election is required, the deposit is refunded if the candidate polls greater than 25 per cent of the lowest successful candidate for each position. The deposit is also refunded if no election is required. Deposits will not be refunded in cash.

The deposit can be paid by cash, EFTPOS or online banking. Should an online banking transaction become dishonoured or declined the nomination becomes invalid as the deposit has not lawfully been made. If this occurs after the close of nominations, then the nomination is invalid and the candidate will be withdrawn.

Online banking details are below and also on the nomination form:

Deposit to be paid into:

Account name: **Christchurch CC**

Bank: **BNZ**

Account number: **02 0800 0044765-00**

Use the following deposit information:

Deposit reference: **Election Fee**

Code: **Your initials and surname**

If paying by online banking, evidence of the transaction must be provided at the time the nomination documents are submitted, i.e. a print out or copy of the transaction receipt. The nomination paper also sets out the reference and code details required for each online payment.



Nomination papers, with the deposit, proof of New Zealand citizenship and the candidate profile statement and photograph, can be delivered to the Electoral Officer or sent by mail or email. The nomination is invalid if all documents are not received by the Electoral Officer or electoral official before noon on Friday 12 August.

It is the candidate's responsibility to ensure all nomination documents are submitted together and that they are all correct. The lodgement of nomination documents should not be left to the last minute.

Candidate withdrawals or cancellations

A candidate can withdraw their nomination by written application to the Electoral Officer up until the close of nominations, noon on Friday 12 August 2022.

Candidates cannot strategically or politically withdraw their nomination once nominations have closed. Candidates may only cancel after the close of nominations for medical reasons, for example incapacity. Incapacitated means that a candidate is suffering from a serious illness or has sustained a serious injury, and would be unlikely to be capable of performing the functions and duties of office if elected.

An application for cancellation of a nomination of a candidate must be made to the Electoral Officer by submitting a prescribed form. A medical certificate certifying the candidate is incapacitated must be provided for the application to be accepted by the Electoral Officer.

A candidate wishing to withdraw must discuss this with the Electoral Officer as soon as possible.

Ngā Kōrero Whaitake a te Kaitono

Candidate profile statements

The Local Electoral Act 2001 allows for candidate profile statements (CPS) of up to 150 words to be provided by each candidate with the completed nomination form. If an election is required the candidate profile statements are then collated by the Electoral Officer and sent to electors in a booklet with the voting papers. Refer to the information below and information in the Candidate Information Booklet for word limits and translation requirements.

Candidate profile statements must be provided electronically via email or on a pen drive or media device, in a Microsoft Word document that has been spell checked. As the Electoral Officer may receive dozens of profiles, consistent format of delivery and content is required (refer to guidelines below).

Candidate profile statements must state whether the candidate's principal place of residence (where registered as a parliamentary elector) is within the area they are standing in and must specify each position they are seeking election for (including if standing in another council area). These statements are not included in the 150 word limit.

If a candidate is standing for more than one position, the candidate is allowed more than one candidate profile statement.

If the nomination documents are being personally delivered, a hard copy format of the candidate profile must be provided at the same time. Hand written profiles will not be accepted.



Format of candidate profile statements

The format requirements for profiles are:

Text in English must be supplied in plain text, in paragraphs, with no special formatting i.e.

- No bold, italic, underlining etc.
- No words in CAPS (except acronyms)
- No tabs
- No quote marks
- No accent marks (this restriction is in English text only)
- No bullet points.

The profiles will be loaded into software that will automatically apply the required font, type size, line spacings etc. If a candidate does not supply a profile statement or photo, then “No Profile Statement and/or photo provided” text or similar will be printed in the profile book.

Any non-English candidate profiles must be supplied with the following formatting:

- Font – Times New Roman (or equivalent)
- Point Size – nine point size, 11 point line spacing
- No special formatting of text – for example, no bold, no italics, no underlines, no quote marks, etc.

Website or Facebook links can be included in the 150 word profile but have a maximum limit of 60 characters to stay on one line. This will be strictly enforced.

Translations

The following contact details are given for a translation company for candidates who are unable to prepare a translation themselves imagine themselves or do not know of anyone to do this for them:

Pacific International Translations (NZ) Ltd, 4/203 Queen Street, Auckland. Phone: 09 913 5290 Fax: 09 913 5291
Email: info@pactrans.co.nz

The translation service will provide the translations in the above format at the candidate’s expense.

Candidate photos

Candidates may also submit a recent (less than 12 months) photograph for inclusion with the candidate profile statement in the booklet to accompany the voting papers. Photos should also be provided electronically, on a media device or as an attachment to an email to the Electoral Officer.

If hard copy photographs are provided, two copies of each photo should be provided with the candidate’s name clearly printed on the back of each photograph (care needs to be taken when labelling hard copies of photos to ensure the photo image is not damaged in the process). Photos will not be returned to candidates.

Format of candidate photos

Candidate photos should be a head and shoulders only, in colour and with nothing else in the photo, i.e. is no hats, sunglasses, pets, external objects or impediments, or other people. If necessary the Electoral Officer will crop the photo to meet these requirements, but the onus is on the candidate to provide a photo that complies with this format.



Electronic copies of photos should be scanned as a jpeg at a minimum of 300 dpi. Please direct any questions about the format of photos and statements to the Electoral Officer.

Candidates must ensure all nomination documents, including the statement and photo, are with the Electoral Officer by noon on Friday 12 August 2022.

Correctness of Candidate Profile Statements

Candidates are responsible for ensuring their candidate profile statement contains correct grammar, spelling and punctuation. The Electoral Officer may make corrections to the statement without affecting the content, but accepts no responsibility to make any correction. Candidates should ensure the statement is correct when it is submitted and not expect any corrections to be made.

The candidate profile statement must be true and accurate. The Electoral Officer is not required to verify or investigate any information included in a candidate profile statement.

The Electoral Officer takes no responsibility for the accuracy of the content. A disclaimer concerning the accuracy of the information contained in the candidate profile statement will be published in the candidate profile booklet.

If the profile statement or photo does not comply with the legislative requirements, the Electoral Officer will return the statement to the candidate as soon as possible and specify her concerns. The candidate then has up to three days to provide an amended statement to the Electoral Officer

A candidate is treated as having failed to provide a candidate profile statement if they:

- Do not submit an amended candidate profile statement within the requested period, or
- Submit an amended candidate profile statement that, in the Electoral Officer's opinion, does not comply with the requirements.

When the Electoral Officer is not satisfied that the candidate profile statement complies, and agreement cannot be reached with the candidate within the period specified, the Electoral Officer will act as if the written part of the statement was never received. If a suitable photograph has been supplied, the photograph will still be published in the candidate profile booklet, as well as a message saying a statement was not supplied.

Remember that the profile statement cannot include any special formatting, i.e. no bullet points, words in CAPS (except acronyms), bold, underlines, italics etc.