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## **ELECTION OF CHAIR AND DEPUTY CHAIR**

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### **1. Purpose of Report**

The report calls for the election of a Chairperson and a Deputy Chairperson as required under the Local Government Act 2002, Schedule 7, Part 1, Clause 25 and 37.

### **2. Recommendations**

It is recommended that the Tawa Community Board:

- 1. Receive the information.*
- 2. Ratify the job description for the Chairperson of the Tawa Community Board as set out in Appendix 1.*
- 3. Elect a Tawa Community Board Chairperson for the 2007/2010 Triennium.*
- 4. Elect a Tawa Community Board Deputy Chairperson for the 2007/2010 Triennium.*

### **3. Background**

Council requires under statute that Community Boards elect a Chairperson and Deputy Chairperson. All Community Board members are eligible for election to the role. There are no requirements for formal nomination – the Mayor or her nominee shall simply call for nominations at the Inaugural Community Board meeting. Absent members may be nominated by any member present at the meeting.

These appointments are to be made using an open voting system (French Presidential). The Local Government Act 2002 Schedule 7, clause 1 (d), 2(a)(b) and 3(a)(b) provides for this process.

#### **French Presidential (Open Voting System)**

The Local Government Act 2002 provides for the following open voting system to be used for the appointment of Chairpersons and Deputy Chairpersons:

- a) *requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and*
- b) *has the following characteristics:-*
  - (i) *there is a first round of voting; and*
  - (ii) *if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*
  - (iii) *if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and*
  - (iv) *in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.*

The term of office for Chair and Deputy Chair shall be for the duration of the 2007/2010 triennium. However, a member may cease to hold the office in the following ways:

- By resigning as Chair or Deputy Chair;
- By a majority decision of the Community Board (following due notice and the receipt of a notice of requisition signed by a majority of members – or a resolution of the Community Board); or
- By being no longer eligible for office.

#### **4. The Role of the Chairperson**

Council charges the Chairperson of the Tawa Community Board with ensuring that the decisions of the Board are consistent with the powers delegated by Council. The Chairperson is responsible for ensuring that the conduct of business is carried out in an orderly way and in accordance with Standing Orders and any statute that may apply from time-to-time. The Chairperson is responsible for reviewing the business included in agendas to ensure that matters that ought to be considered are included. The Chairperson may be called on to act as official spokesperson for the Board on issues within its terms of reference and area of activity.

A full role description for the Tawa Community Board Chairperson is attached as Appendix one.

#### **5. The Role of the Deputy Chairperson**

If the Chairperson is absent or incapacitated, the Deputy Chairperson must perform all of the responsibilities and duties, and exercise any powers, of the Chairperson.

- 1) The Deputy Chairperson must perform all the responsibilities and duties, and may exercise all the powers, of the Chairperson, -

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- a) With the consent of the Chairperson at any time during the temporary absence of the Chairperson;
  - b) Without that consent, at any time while the Chairperson is prevented by illness or other cause from performing the responsibilities and duties, or exercising the powers, of his or her role;
  - c) While there is a vacancy for the role of Chairperson.
- 2) In the absence of proof to the contrary, a Deputy Chairperson acting as Chairperson is presumed to have the authority to do so.
  - 3) A Deputy Chairperson continues to hold his or her position as Deputy Chairperson, so long as he or she continues to be a member of the territorial authority, or until the election of his or her successor.

## 4. CONCLUSION

The Tawa Community Board must elect members to the position of Chairperson and Deputy Chairperson in accordance with the voting procedures.

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<b>Supporting Information</b>
<b>1) Strategic Fit / Strategic Outcome</b> <i>This project supports Outcome 7.2.B – More actively engaged: Wellington will operate an open and honest decision making process that generates confidence and trust in the democratic system.</i>
<b>2) LTCCP/Annual Plan reference and long term financial impact</b> <i>The project relates to C534: Elections, Governance and Democratic Process.</i>
<b>3) Treaty of Waitangi considerations</b> <i>Not applicable</i>
<b>4) Decision-Making</b> <i>This is not a significant decision.</i>
<b>5) Consultation</b> <b>a) General Consultation</b> <i>Not applicable</i>  <b>b) Consultation with Maori</b> <i>Not applicable</i>
<b>6) Legal Implications</b> <i>This report is consistent with the provisions of the Local Government Act 2002.</i>
<b>7) Consistency with existing policy</b> <i>This report is consistent with existing policy.</i>

## COMMUNITY BOARD CHAIRPERSON Role Description

### **Role Title:**

Chairperson of the Tawa Community Board

### **Role of the Community Board Chairperson:**

For the Board to successfully discharge its responsibilities in support of its purpose, a Community Board Chairperson is required to discharge the following responsibilities:

#### *Conduct of Meetings:*

Conducts Board meetings in accordance with the provisions of the Local Government Act 2002, Local Government Official Information and Meetings Act 1987, Standing Orders and any other statute that may apply from time to time.

#### *Community Board Leadership:*

Provides guidance to the Board as it seeks to: establish a clear strategic direction through its decision making; make effective recommendations or decisions if appropriate authority has been delegated by Council; and exercise good financial stewardship.

#### *Advocacy and Representation:*

Acts as the Board's principal spokesperson in communicating to Council and its committees, the media and the public.

#### *Council Staff Liaison:*

Acts as the Board's principal contact point with council officers to facilitate the free exchange of advice and information.

#### *Meeting Preparation:*

Attends agenda meetings to ensure the key issues are clearly communicated, media issues have been addressed, satisfactory presentations are under preparation and meeting management issues are identified.

Promotes informed debate at meetings by:

- managing the time to enable considered yet efficient decision making
- allowing members to have a say
- setting parameters for the discussion
- providing impartial control of the meeting
- summarising the debate, focussing and providing direction

Ensures that decisions are made on the basis of:

- informed debate

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- sufficient time to debate the issues
- necessary delegated power.

To ensure that decisions are communicated by:

- signing off minutes
- liaising with committee and subcommittee Chairpersons
- liaising with the media
- representing the views of the Board at public meetings, to community groups, other statutory bodies and any other organisations.