



ACRE Rules

INTRODUCTION:

ACRE is an environmental advocacy and consultative group, interacting with but independent of Waikato Regional Council (The Regional Council) established in 1989.

The Regional Council provides secretarial support and meets the cost of transport for ACRE's annual field trip.

1. PURPOSE

1.1. To be an environmental advocate by supporting effective climate mitigation and adaptation and by promoting the protection, preservation, conservation and enhancement of:

- the life supporting capacity of air, water, soil and ecosystems – especially indigenous vegetation and fauna and their habitats and biological diversity;
- the natural character, features and landscapes;
- those qualities and characteristics that contribute to people's appreciation of the pleasantness, aesthetic coherence, cultural and recreational attributes;

of New Zealand and in particular the Waikato Region.

1.2. Network, advocate and promote conservation and good environmental practices in the region;

1.3. Act as a forum for ideas and concerns on environmental matters;

1.4. Monitor progress on any environmental matters and recommend on any matters that need extra investigation and research;

1.5. Advise the Regional Council on environmental policy;

1.6. Alert the Regional Council to environmental matters in need of attention;

1.7. Collaborate with groups sharing similar aims and identifying potential partnership initiatives.



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2. PRINCIPLES

- 2.1. Promote Te Tiriti o Waitangi including the responsibilities, promises and obligations outlined in the articles.
- 2.2. The activities and business of ACRE shall be conducted in an open and transparent manner in pursuit of the Purpose.

3. ACTIVITIES

- 3.1. Without limiting the ability to pursue achievement of the Purpose, ACRE' s activities may include:
 - a. Monitoring and commenting on whether it considers the Regional Council and other local authorities are achieving their statutory purpose in regard to the environment.
 - b. Attending the quarterly Environmental Performance Committee meetings of the Regional Council.
 - c. Encouraging Regional Councillors and key staff to attend meetings of ACRE on a regular basis.

4. MEMBERSHIP

- 4.1. ACRE shall comprise up to 15 members from across the Waikato Regional Council boundary.
- 4.2. Members are expected to contribute to the activities of ACRE by writing submissions, writing letters, organising workshops/forums, reporting on activities from their area of association and in any other way that will assist ACRE to meet its objectives.
- 4.3. Members are expected to declare any existing or potential conflicts of interest and adhere to ACRE's code of conduct policy.
- 4.4. Members shall be elected for a term of three years or such shorter term as is consistent with 4.5.
- 4.5. One third of the members shall retire each year by rotation immediately following the annual meeting with the retirements determined by ballot. Thereafter the members to retire each year shall be those remaining members whose three-year term is completed and those whose term, determined at the time of their election/appointment, falls due.



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- 4.6. Nominations for membership will be invited from people or groups/organisations within the Waikato Region by public notice in a publication circulating widely in the region and by notice specifically to such groups or organisations having an interest in the environment as ACRE may from time to time decide. These are recorded in Appendix 1.
- 4.7. Nominees will be required to indicate their support of ACRE's Purpose and to indicate their acceptance of the nomination and of the duties of membership.
- 4.8. Retiring members shall be eligible for nomination and election for subsequent terms.
- 4.9. Vacancies in membership arising from the annual retirement by rotation (c.f. clause 4.5) shall be elected by the members at each annual meeting from accepted candidates nominated in accordance with 4.6. Casual vacancies (c.f. clause 6) to be filled by election shall be elected/appointed by a majority vote at any suitable meeting as the members at a meeting may decide OR via an electronic decision-making process (to be ratified at the next regular committee meeting).
- 4.10. In electing members consideration shall be given to the geographical spread of members, their associated networks, their environmental knowledge and advocacy skills and any recommendation of an Appointments Advisory Panel that ACRE may from time to time establish.
- 4.11. A member shall cease to be a member if they resign, die, fail to attend three consecutive meetings without leave, or by unanimous vote of the other members.

5. CHAIRPERSON, VICE CHAIRPERSON AND SECRETARY

- 5.1. At the first meeting following each annual meeting the members shall elect a chairperson and vice chairperson from their number. The Chairperson shall then chair that and subsequent meetings and the next Annual Meeting. In the absence of the chairperson at any meeting the vice chairperson shall be chair, and in the vice chairperson's absence the meeting shall appoint a chairperson from the members present.
- 5.2. In the absence of an independent secretary (see introduction) at any meeting, the members shall appoint a secretary from their number to keep minutes.



6. CASUAL VACANCIES

- 6.1. Where any casual vacancy occurs, the members may decide to fill the position by election in accordance with clauses 4.6 – 4.10, or, to leave the position vacant until the next annual meeting, or, if it occurs less than three months after the last annual meeting, may decide to appoint the next highest polling candidate from the previous election. The term for a position so filled shall be determined so that retirement of that member is due at the relevant annual meeting that would have been the case had the casual vacancy not occurred.

7. CO-OPTEEES

- 7.1. From time to time, with the agreement of the members, ACRE may co-opt for a limited time, non-voting Advisory co-optees for specific purposes where special expertise is required

8. VOTING

8.1. Proxies:

At any meeting, any member unable to attend may by notice in writing, signed or otherwise duly authorised by or on his or her behalf and delivered to the Chairperson prior to the commencement of the meeting, cast a vote, or appoint a proxy to vote in his or her place.

8.2. Voting System:

The elections shall be conducted using the Single Transferable Voting system in accordance with the First Schedule to the Local Electoral Act 2001 using the New Zealand method of counting Single Transferable Votes, except that clause 10 of that Schedule (with respect to certification) shall not apply and shall be calculated as provided for in I D Hill's "NZ rules" computer program (version 6.8.7, dated 14 February 2003) or its equivalent.



9. MEETINGS

9.1. Annual Meetings:

- a. Each calendar year, the Chairperson shall call an Annual Meeting for the purpose of receiving an annual report of the previous year's activities from the Chairperson, a Statement of Accounts (if any) and to elect new members.
- b. The Annual Meeting shall be held no later than the 31st March of each year, (within 3 months of the previous calendar year).
- c. The quorum for an annual meeting shall be 50% of the members.

9.2. Committee Meetings:

- a. The quorum for committee meetings shall be 40% of the members.
- b. The committee may utilise an electronic decision-making procedure (EDM) when decisions cannot wait until the next regular committee meeting or under circumstances when the committee cannot physically meet providing the following conditions can be met:
 - i. The motion and any supporting information are to be distributed via email by the committee chair 72 hours before a decision is required. This allows time for clarification of any aspect of the decision, sharing of opinions and due consideration of the motion put before the committee. The email should state when voting needs to be completed by.
 - ii. All committee members must respond with their decision regarding the motion (either their agreement, disagreement or intention to abstain).
 - iii. Committee members are to email their reply by using the 'reply all' option, to allow transparency for all members of the committee regarding the outcome of the vote.
 - iv. Motions approved via email require a majority vote.
 - v. The motion and outcome are to be recorded in the minutes of the next regular committee meeting.

10. CHANGE OF RULES

- 10.1. Any proposal to change to the Rules shall require at least one month's notice in writing to members and shall require a two-thirds majority of votes cast.