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**REPORT 1**  
*(1215/12/IM)*

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

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

This report calls for the election of a Chairperson of the Tawa Community Board, as required under clause 37, Schedule 7 of the Local Government Act 2002 ('the Act').

The report also provides the opportunity for the Tawa Community Board to appoint a Deputy Chairperson to act for the Chairperson if he or she is unable to perform his or her duties.

### **2. Recommendations**

Officers recommend that the Tawa Community Board:

- 1. Receive the information.*
- 2. Note the job description for the Chairperson of the Community Board as approved by Council and set out in Appendix One.*
- 3. Agree to elect a member as Chairperson of the Tawa Community Board for the 2010/2013 triennium.*
- 4. Agree to appoint a member as Deputy Chairperson of the Tawa Community Board for the 2010/2013 triennium.*
- 5. Agree that the elected Chair will undergo Chair training facilitated by Democratic Services within six months of their appointment.*

### **3. Background**

The Wellington City Council requires, by statute, the election of a Chairperson to its community boards. The Tawa Community Board may also wish to appoint a Deputy Chairperson who will be called on to fulfil the duties of the Chairperson if he or she is unable to perform his or her duties. All community board members are eligible to be nominated for these roles.

There are no requirements for a formal nomination – the Mayor, or their nominee, will call for nominations at the Inaugural Meeting of the Tawa Community Board. Members may be nominated for these roles *in absentia*, but cannot vote.

Where there are multiple nominations, an election will be required under clause 25, Schedule 7 of the Act. The method of voting used by Wellington City Council is detailed as ‘System A’ in clause 25(3) of the Act, also called the French Presidential or Open Voting System.

The Act stipulates that ‘System 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 has the following characteristics:

- (i) there is a first round of voting for all candidates; 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 the Chairperson and, if appointed, the Deputy Chairperson of the Tawa Community Board shall be for the duration of the 2010/2013 triennium. However, a member may terminate (or have terminated) their office by:

- Resigning as Chairperson or Deputy Chairperson.
- A majority decision of the Community Board.
- A resolution of the Community Board.
- Being no longer eligible to hold office.

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

The Chairperson of the Tawa Community Board is responsible for ensuring that the decisions of the Board are consistent with the powers delegated to it by Wellington City 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 other statute that may apply from time-to-time. The Chairperson is responsible for reviewing the business included in the agendas to ensure that matters that ought to be considered are included.

The Chairperson may be called on to act as an official spokesperson for the Tawa Community Board on issues within its terms of reference and area of activity.

A complete role description for the Chairperson of the Tawa Community Board is attached as appendix one to this report.

It is recommended that once elected the Chair undertake Chars training and mentoring at the start of the triennium to be conducted by an independent training provider, facilitated by Democratic Services.

## **5. The Role of 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:

- with the consent of the Chairperson at any time during the temporary absence of the Chairperson;
- without that consent, at any time while the Chairperson is prevented by illness or some other cause from performing the responsibilities and duties, or exercising the powers, of his or her role;
- while there is a vacancy for the role of Chairperson.

In the absence of proof to the contrary, a Deputy Chairperson acting as Chairperson is presumed to have the authority to do so.

A Deputy Chairperson continues to hold his or her position so long as he or she continues to be a member of the Community Board or until the election of his or her successor, or until the close of the 2010/2013 triennium.

## **6. Conclusion**

In accordance with voting procedures the Tawa Community Board is called on to elect members to the position of Chairperson and, if it chooses to do so, to appoint a Deputy Chairperson.

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## **Supporting Information**

### **1) Strategic Fit / Strategic Outcome**

*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.*

### **2) LTCCP/Annual Plan reference and long term financial impact**

*This project relates to C534: Elections, Governance and Democratic Process.*

### **3) Treaty of Waitangi considerations**

*There are no particular Treaty of Waitangi considerations.*

### **4) Decision-Making**

*This report establishes a process for the election of Chair and Deputy Chair of the Tawa Community Board.*

### **5) Consultation**

#### **a) General Consultation**

*Council Officers will not be undertaking consultation in relation to this report.*

#### **b) Consultation with Maori**

*Not applicable.*

### **6) Legal Implications**

*This report is consistent with the provisions of the Local Government Act 2002.*

### **7) Consistency with existing policy**

*This report is consistent with existing policy.*

## **COMMUNITY BOARD CHAIRPERSON Role Description**

**Role Title:**

Chairperson of the 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 Liaison:*

Acts as the Board's principal contact point with the Community Board Coordinator 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
- sufficient time to debate the issues
- necessary delegated power.

Ensures 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.