

## M E M O R A N D U M

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| **TO** | NZNO Board Colleges and Sections Membership Committee  National Student Unit  Regional Councils Te Poari o Te Rūnanga o Aotearoa |
| **FROM** | Michelle Evans, PA to Chief Executive |
| **DATE** | 28 January 2019 |

ADVANCE NOTICE – REMITS 2019

**NZNO AGM and Conference 2019**

**Wednesday 18 and Thursday 19 September 2019**

**Te Papa, Wellington**

**Call for remits:**

* The call for policy or constitutional remits **opens on 14 March 2019**. Please present your remit using the template provided.
* A [step-by-step guide to preparing remits](https://www.nzno.org.nz/Portals/0/publications/Guideline%20-%20NZNO%20guide%20to%20preparing%20remits.pdf) is available at the NZNO website.

**Send remits to:**

* Chief Executive, PO Box 2128, Wellington 6140
* or by email: [remits@nzno.org.nz](mailto:remits@nzno.org.nz)

**Closing date:**

* 5.00 pm on Friday 10 May 2019

For details, please refer to the NZNO Constitution, clause 25: AGM and clause 31: Alterations to the Constitution and Policy Remits.

The NZNO Constitution can be found on the NZNO website at <http://www.nzno.org.nz/about_us/governance>

**Remit templates and checklist**

Remit templates for both constitutional and policy remits can be found on the next two pages. Please use this checklist of things to consider in preparing your remit and include it with your remit submission. Have you:

|  |  |  |
| --- | --- | --- |
| **Tick (if in print) or type Yes/No** | **Yes** | **No** |
| Identified what change the remit proposes and why it is needed? |  |  |
| Clearly identified the issue to be addressed? |  |  |
| Clearly identified how the remit reflects NZNO’s commitment to our bicultural partnership, based on the articles of te Tiriti o Waitangi? |  |  |
| Considered whether the remit aligns with NZNO’s strategic aims? |  |  |
| Identified how this change can be achieved? |  |  |
| Considered the ways the remit will eliminate/address the problem? |  |  |
| Considered what might be the risks and consequences of this change including financial impact? |  |  |
| Considered any impacts on other areas of the NZNO Constitution? |  |  |
| Identified when this change can be achieved and/or the timeframe required for it? |  |  |
| Considered who is involved in seeking this change and consulted with them and your membership? |  |  |

**CONSTITUTIONAL REMIT: RECEIVED FROM (name of submitting group)**

**CLAUSE XX: TITLE OF CLAUSE:**

**Sub clause (XX) currently reads:**

*Please insert exact numbering and wording as per constitution*

**Amend to read:**

**Rationale:**

*Remember that other groups or members reviewing your proposal do not have the benefit of the discussion which took place within your group. Please ensure your rationale clearly explains the reason for, and what is intended to be achieved by, the proposed amendment. Please also consider and outline the consequences of the proposed amendment.*

**POLICY REMIT: RECEIVED FROM (name of submitting group)**

**Policy Remit – Title:**

**Policy Remit – Recommendation:**

**Rationale:**

*Remember that other groups or members reviewing your proposal do not have the benefit of the discussion which took place within your group. Please ensure your rationale clearly explains the reason for, and what is intended to be achieved by, the proposed policy remit.*

*Please also consider and outline the consequences of the proposed amendment.*