



Guideline: NZNO Guide to preparing annual general meeting remits

Purpose

The purpose of this guideline is to provide NZNO members with a process to prepare annual general meeting (AGM) remits.

Introduction

This guideline is to support NZNO members to prepare AGM remits. Remits are vital to our democratic process and to the running of NZNO AGM. A remit is a statement submitted for consideration, which can either seek policy change or innovation (policy remit) or change to the NZNO constitution (constitutional remit).

Policy and constitutional remits can be proposed by the Board, Te Poari Committee, Membership Committee, National Student Unit, Regional Councils, National Sections and NZNO Colleges as per Clause 31.6 of the NZNO Constitution.

Remits are considered at the NZNO AGM, which is held no later than October 31 in each year, on a date chosen by the board. Remits should be forwarded in advance of the NZNO AGM, so that there is time to consider their impact. Therefore, at least six months before the AGM the chief executive will call for any remits and specify the date by which remits must be received. Remits must be received by the NZNO chief executive at least four months before the date of the AGM.

Step-by-step guide

The following flowchart provides NZNO members with a step-by-step guide to preparing a remit.

Consider **what** change you want and **why** change needed? Identify **what** problem the remit is trying to solve. Include background context and use references if possible. Does the remit reflect NZNO's commitment to our bicultural partnership, based on the articles of te Tiriti o Waitangi? Consider the relevance of the issue to NZNO as an organisation and how it aligns with NZNO's Strategic Plan 2015-2020
https://www.nzno.org.nz/resources/nzno_publications



How can this change can be achieved? Specify if it is policy-related or is it constitutional matter. Outline the different **risks and consequences (intended and unintended)** of the change. If the change is constitutional, will it impact/affect any other clauses in the NZNO Constitution? How does the change align with the NZNO Constitution?
See http://www.nzno.org.nz/about_us/governance.
Include information regarding the **financial effect or implications** of the change, with adequate financial data included where possible.



When can this change be achieved? Consider the timeframe that would work. Highlight if the change needed is urgent, or connected to any other current or future work. It may be useful to talk to NZNO delegates and/or the management team at this point.
https://www.nzno.org.nz/get_involved/delegates



Outline **who** has been involved and consulted in the development of the remit. Were relevant colleges or sections, Te Poari o Te Rūnanga o Aotearoa (te poari), Te Rūnanga o Aotearoa, NZNO (te rūnanga) National Student Unit (NSU), Te Rūnanga Taura (TRT) or the board of directors consulted? If any of these groups were consulted, outline their feedback. Comment at an early stage and support from wider membership may assist with the ultimate success of the remit.

See https://www.nzno.org.nz/groups/colleges_sections
https://www.nzno.org.nz/groups/te_runanga

Please ensure your remit is clearly written. Keep it short and simple. Correct names, titles and abbreviations should be used.

Note that work or information may be available from the organisation, which will help inform individuals and groups to submit an informed and considered remit.
 See: www.nzno.org.nz

Review of remits by remit committee

1. Once the proposed remit is received by the chief executive it will be reviewed by a remit screening committee of the chief executive, the president and kaiwhakahaere, a member of the membership committee, a member of te poari and an NZNO lawyer (as required for constitutional matters). The remit committee will consider:
 - whether the remit aligns with NZNO’s strategic aims and mission, commitment to te Tiriti o Waitangi and vision statements;
 - if the remit identifies possible risks associated with the proposed change;
 - consequences of the remit, both intended and unintended; and
 - the impact including financial impact.
2. Remits may be returned to the submitting group for further clarification or additional information before being accepted for consideration at the AGM.
3. All identified risks and impacts, financial or otherwise, will be included in the information distributed with the proposed remit to voters.
4. The remit committee will attempt to allow submitters to achieve the deadline, if clarification or additional information is requested.

Final steps

At least two months before the AGM date, the chief executive will make all remits available to AGM delegates, regions, national sections, and colleges te rūnanga, membership committee, te poari, NSU and TRT.

Finally, the AGM will consider and decide on proposed alterations to remits.

A check list of things to consider in preparing your remit – how have you:

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?	
Considered any impacts on other areas of the NZNO constitution?	
Considered what additional information might be needed in preparation for AGM?	
Identified when this change can be achieved? What timeframe would work to achieve this change?	
Considered who is involved in seeking this change? Consulted with your membership on this remit?	

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Correspondence to: nurses@nzno.org.nz

Principal author: Di Cookson, Policy and Research Assistant, NZNO.

Mission statement

NZNO is committed to the representation of members and the promotion of nursing and midwifery.

NZNO embraces te Tiriti o Waitangi and works to improve the health status of all peoples of

Aotearoa/ New Zealand through participation in health and social policy development.

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