

College of Emergency Nurses New Zealand New Zealand Nurses Organisation | CENNZ^{NZNO}

Operational Rules for CENNZ National Committee

1. Foreword

- 1.1. CENNZ^{NZNO} continues to reaffirm our support of Te Tiriti o Waitangi and acknowledges Te Tiriti o Waitangi underpins the constitution of Aotearoa with the principles of patuitanga (partnership), whakamarumarutia (protection) and tino rangatiratanga (participation/self-determination) as key tenets.
- 1.2. The College of Emergency Nurses New Zealand (CENNZ^{NZNO}) is committed to enacting the Articles of Te Tiriti o Waitangi within the governance structure of the National Committee. The intention of this approach is to create space for a structure that reflects a true Tiriti partnership between Tāngata Whenua and Tāngata Tiriti. Great care has been taken to align these operational rules with the three Articles of Te Tiriti: Kāwanatanga (Governance), Tino Rangatiratanga (Self-determination), and Ōritetanga (Equity).
- 1.3. Read these rules critically, where you find parts of this document depart from our expected intentions, please contact the Chairperson email address directly, so that the rules can be reviewed and amended as appropriate. Just like humanity, emergency nursing continues to evolve and therefore our rules remain iterative.

2. CENNZ^{NZNO} Name

- 2.1. The name of the college is the College of Emergency Nurses New Zealand, 'Ngā Ringa Ringa Aroha'.
- 2.2. CENNZ^{NZNO} logo includes wording from Te Reo Māori "Ngā Ringa Ringa Aroha".
- 2.3. CENNZ^{NZNO} launched a new CENNZ logo at the Christchurch AGM and Conference (2023).
- 2.4. The logo was refreshed to enable greater flexibility and improved clarity in print and digital media, but with a focus on retaining the elements and essence of the CENNZ^{NZNO} core values: Caring - Atawhai | Knowledge basket - Kete matauranga | Knowledge - Matauranga | Emergency Care - Tiaki ohotata | Community - Hapori | Land & People - Whenua me te iwi | Compassion – Arohanui.
- 2.5. An important element of the new logo is enhancing the visibility of Ngā Ringa Ringa Aroha, the caring hands. The original depiction of the literal hands has shifted to a symbolic interpretation. The koru, portrayed in blue, represents embracing, caring and healing as a contemporary design evolution of the hands in our new logo. This represents the work of emergency nurses, providing skilled critical physical and emotional emergency care in often highly traumatic and stressful situations.

- 2.6. The change in colour palette reflects our relationship to NZNO, highlighted with the purple colour of the cross. The style of the cross illustrates the dynamic energy of emergency nurses. The work leading to the final design of the logo was carried out in conjunction with Sean McGarry, an experienced graphic designer and creative director. Sean has been involved in the technical production of the CENNZ^{NZNO} journal for many years and has strong family connections to emergency nursing and CENNZ^{NZNO}.
- 2.7. The national committee consulted with CENNZ^{NZNO} members throughout the refreshment process, incorporating feedback to reach the final design which was then endorsed by members at the AGM in 2022.

3. CENNZ^{NZNO} Mission Statement

- 3.1. Emergency Nursing is a specialty within a profession. We aim to promote excellence in Emergency Nursing within Aotearoa/New Zealand through the development of frameworks for clinical and cultural practice, education and research.

4. CENNZ^{NZNO} Goals and Aims

4.1. Education

- 4.1.1. To advocate for equity in both the practice of and access to emergency nursing. This is supported and facilitated with the inclusion of 'Te Pae Tawhiti' a Māori Health Strategy, from the position of CENNZ for nurses working within the Emergency Departments caring for whānau accessing Emergency Care in Aotearoa/New Zealand.
- 4.1.2. To advocate for equity in access to education roles within the emergency nursing discipline, with particular reference to Tāngata Whenua.
- 4.1.3. To develop, provide, encourage and assist in the establishment of education and programmes for emergency nurses.
- 4.1.4. To provide grants and awards to emergency nurses to enable greater access to education and clinical expertise within the emergency nursing discipline.
- 4.1.5. To review educational standards for emergency nursing practice.
- 4.1.6. To promote the advancement of emergency nursing education and the role of the nurse educator working within the emergency nursing discipline.

4.2. Practice

- 4.2.1. To advocate for equity in access to optimal emergency care for patients and whānau.
- 4.2.2. To advocate for equity in access to emergency nursing practice roles, with particular reference to Tāngata Whenua.
- 4.2.3. To develop, review and disseminate current standards for emergency nursing practice.
- 4.2.4. To provide official representation for emergency nurses and liaise with appropriate authorities on issues relevant to emergency nurses at a local, national and international level.
- 4.2.5. To promote advanced emergency nursing practice in Aotearoa/New Zealand, with particular reference to the Nurse Practitioner who works in the emergency care space.

4.3. Management and Leadership

- 4.3.1. To advocate for an equity lens in leadership and management decisions that affect the emergency nursing profession, and patients and whānau in need of emergency care.
- 4.3.2. To advocate for equity in access to management and leadership roles within the emergency nursing discipline, with particular reference to Tāngata Whenua.
- 4.3.3. To support the objectives of the New Zealand Nurses Organisation where these align with the objectives of emergency nursing.

- 4.3.4. To provide professional communication through publications, meetings, media, social media and conferences.
- 4.3.5. To create space for the membership to present and discuss the practice, research and study of emergency care practice, along with allied subjects.
- 4.4. Research
 - 4.4.1. To advocate for equity in both the practice of and access to emergency nursing research.
 - 4.4.2. To advocate for equity in access to research roles within the emergency nursing discipline, with particular reference to Tāngata Whenua.
 - 4.4.3. To promote interest and research in the field of emergency nursing.
- 4.5. Advocacy
 - 4.5.1. To advocate for and promote excellence and an equity lens in emergency nursing at a local, national and international level.
 - 4.5.2. To advocate for emergency nursing across clinical practice, culturally responsiveness, advanced clinical practice, education, leadership, management, and research spaces.
 - 4.5.3. To advocate for patients and whānau, who access, or should be able to access emergency care in Aotearoa/New Zealand at a local, national and international level.

5. CENNZ^{NZNO} Membership

- 5.1. Full financial Member
 - 5.1.1. Any nurse who practices in emergency or urgent care nursing.
 - 5.1.2. Financial member of NZNO.
 - 5.1.3. Pays the annual levy to CENNZ^{NZNO}, this levy shall be set by the committee annually.
- 5.2. Associate Member
 - 5.2.1. Qualified nurses interested in emergency nursing, but not necessarily in practice.
 - 5.2.2. Qualified nurses must be financial members of NZNO unless they are residents overseas.
 - 5.2.3. Allied health professionals interested in emergency care.
 - 5.2.4. Allied health professionals are not required to be a financial member of NZNO but may belong to Health Professionals NZ.
 - 5.2.5. Members of consumer groups who have an interest in emergency care, who are not eligible for NZNO membership.
 - 5.2.6. Associate members shall pay the full levy to CENNZ^{NZNO}, this levy shall be set by the committee CENNZ^{NZNO} annually.
 - 5.2.7. Associate members may not hold office, propose nominations of motions, have voting rights or be eligible for financial support administered by CENNZ^{NZNO}.
 - 5.2.8. The name and address of associate members shall appear in the register of members.
- 5.3. Honorary Life Membership
 - 5.3.1. Honorary life membership may be bestowed on any member or ex-member in recognition of their contributions to emergency nursing.
 - 5.3.2. Nominations shall be sent to the secretary of the National Committee of CENNZ^{NZNO}
 - 5.3.3. All Nominations received will be evaluated and decided on by the National Committee of CENNZ^{NZNO}.
 - 5.3.4. An Honorary Life Member shall have all the privileges of a full member but pay no subscription.
- 5.4. Emergency Nurse Journal
 - 5.4.1. All Members will receive CENNZ^{NZNO} journal up to four (4) times a year.

5.5. Application for Membership

- 5.5.1. Any person described in rule 4 shall be deemed to be a member of CENNZ^{NZNO} when an application for membership and the first levy payment has been received by a National Committee Member.

6. CENNZ^{NZNO} Member Resignation

- 6.1. A member shall cease to be a member in the event of:
- 6.1.1. Resignation in writing
 - 6.1.2. Annual levy being unpaid for three (3) months, in which he/she shall automatically cease to be a member.
 - 6.1.3. Ceasing to be a member of NZNO.

7. CENNZ^{NZNO} Annual Levy

- 7.1. A membership register shall be maintained by the National Committee's membership co-coordinator. The register shall include the:
- 7.1.1. Name of the Member
 - 7.1.2. The member's ethnicity/ies and tribal affiliations
 - 7.1.3. Member's postal address
 - 7.1.4. Member's email address
 - 7.1.5. Date on which the member joined CENNZ^{NZNO}
 - 7.1.6. Member's NZNO membership number
 - 7.1.7. Up to date record of the member's subscription payments.
- 7.2. The levy shall be revised annually by the National Committee.
- 7.3. Any proposed changes must be circulated to members at least one (1) month prior to the Annual General Meeting.
- 7.4. Any proposed changes will be put to a vote at the Annual General Meeting and be accepted by a majority of members present.
- 7.5. The new levy will be effective at the beginning of the next financial year.

8. CENNZ^{NZNO} Finances

- 8.1. The financial year shall be from 1 April to 31 March.
- 8.2. The CENNZ^{NZNO}'s finances will be centralised in the NZNO National Office and are included in the annual financial statements of NZNO and audited with the National Office accounts.
- 8.3. CENNZ^{NZNO}'s treasurer shall keep accounting records in accordance with current accounting practice and NZNO's requirements. (see appendix 2, NZNO Administration Manual, s21).
- 8.4. Financial transaction authority (via bank transfer or similar) authority to be approved by the CENNZ^{NZNO} National Committee.
- 8.5. Financial transaction authority is the responsibility of CENNZ^{NZNO} National Committee Treasurer. All financial transactions are to be discussed with the Chairperson.
- 8.6. Any monies received shall be banked into an account approved by the National Committee, and any payments shall be made from the bank account.
- 8.7. All conference profits are the property of the CENNZ^{NZNO}. When a profit exceeding \$5000 occurs, the next \$2000 shall go to the members of the regional conference committee as a gratuity for hosting the conference.

- 8.8. All income generated by regional CENNZN^{NZNO} shall be forwarded to CENNZN^{NZNO} and allocated for that region's use.
- 8.9. An annual budget shall be presented and approved at the Annual General Meeting and a copy shall be sent to the Chief Executive Officer of NZNO.
- 8.10. There shall be an annual audit conducted by an external source of all accounts, presented and approved at the AGM.
- 8.11. Financial statements and accounts paid and for payment to be presented at all committee meetings and minuted.
- 8.12. Regions are prohibited from opening bank accounts.

9. CENNZN^{NZNO} National Committee

- 9.1. The National Committee shall consist of one person elected from the following NZNO designated regions:
- 9.1.1. Te Tai Tokerau | Northland
 - 9.1.2. Tāmaki Makaurau | Auckland 1
 - 9.1.3. Tāmaki Makaurau | Auckland 2
 - 9.1.4. Waikato and Bay of Plenty
 - 9.1.5. Te Tairāwhiti and Hawke's Bay
 - 9.1.6. Mid Central and central
 - 9.1.7. Te Whanganui-a-Tara | Greater Wellington region
 - 9.1.8. Te Tau Ihu | Top of the South
 - 9.1.9. Waitaha | Canterbury and Westcoast
 - 9.1.10. Southern
- 9.2. In addition to regional representation, the CENNZN^{NZNO} National Committee is to include:
- A Tāngata Whenua Co-Chairperson
 - A Tāngata Tiriti Co-Chairperson
 - A Te Runanga o Aotearoa representative
 - Two Tāngata Whenua positions
 - A NZNO Professional Nurse Advisor (PNA)
- 9.3. At the National Committee meeting prior to or at the first meeting following the Annual General Meeting the committee shall elect from amongst the current committee members, the following officers: Tāngata Whenua Co-Chairperson, Tāngata Tiriti Chairperson, Secretary, and Treasurer. In addition, the committee will appoint an editor for Emergency Nurse NZ as specified in rule 14.
- 9.3.1. For clarity, a Tāngata Whenua and Tāngata Tiriti Co-Chair leadership model means that when CENNZN cannot fill either one of the positions, the position must remain empty until a suitable candidate applies and is voted in. What this means in relation is that, for example, when a Tangata Whenua (Māori) chair's tenure comes to an end, if there is not a qualified Māori Emergency Neehi ready (with capacity) and willing to put themselves forward for the Tāngata Whenua Co-Chair role, CENNZN will not appoint Tangata Tiriti (other people who [they or their ancestors] have migrated to Aotearoa, including Pākehā) into the role instead. This is imperative to a Tiriti-based Co-Chair model.
- 9.3.2. Regional vacancies shall be filled by calling for nominations of all financial members of that region.
- 9.3.3. If more than one nomination is received, an online vote shall be conducted.

10. CENNZN^{NZNO} National Committee Tenure

- 10.1. Each elected member of the National Committee may hold office for three (3) consecutive years with a right of re-election for a further two (2) years, and may stand for

office again after a break of one (1) year.

- 10.2. An elected Co-Chairperson will vacate their regional representative role to focus on chairing the College.
- 10.3. Once elected to a Co-Chair role, that member may remain on the committee, whilst Co-Chair, for an additional two (2) years, permitting that they are re-elected into the Co-Chair role annually.

11. CENNZ^{NZNO} National Committee Responsibilities

- 11.1. Will govern CENNZ^{NZNO} in accordance with the AGM and conduct business between AGMs.
 - 11.1.1. To keep accurate records.
 - 11.1.2. To keep accurate accounts.
 - 11.1.3. Ensure that a College of Emergency Nurses NZ - NZNO journal is produced and accessible to all members via email and/or website and social media.
 - 11.1.4. Ensure that all nursing awards are maintained and awarded in accordance to the criteria being met.
 - 11.1.5. Ensure that all nursing grants are maintained, documented, voted on, and awarded in accordance with the grant rules.
 - 11.1.6. To conduct the AGM as part of the National Conference, or online during non-conference years.
 - 11.1.7. To provide and advocate for ongoing educational opportunities.
 - 11.1.8. To ensure all policy and standard documents are reviewed and updated every five (5) years where relevant and align to current practice.
 - 11.1.9. The National Committee has the power to call a special general meeting in extraordinary circumstances as may be required.(why)
 - 11.1.10. Shall set and review the CENNZ^{NZNO's} annual strategic and business plan.
- 11.2. Committee members are expected to attend committee meetings of sixty-five percent (65%) and the AGM. If unable to attend, the Chairperson must be notified. A member may be required to resign if meetings are not attended and he/she fails to follow this protocol.
- 11.3. The National Committee may co-opt a member onto the committee for special projects.
- 11.4. A quorum for National Committee meetings shall be fifty percent (50%) plus one (1).
- 11.5. Each National Committee member is entitled to one (1) vote only.
- 11.6. A resolution shall be carried if the number of votes cast for the resolution exceeds the number of votes against the resolution. Any abstentions do not count.

12. CENNZ^{NZNO} National Committee Honoraria

- 12.1. At each AGM, the CENNZ National Committee Honoraria are motioned in.
- 12.2. The sum is an acknowledgement of the portfolios held and the level of responsibility required.

13. CENNZ^{NZNO} Elections and Voting of National Committee

- 13.1. Nominations for regional representation on the National Committee shall be called for by the NZNO administration support role via email and will allow sufficient time for voting to take place.
- 13.2. The official nomination form is provided by the National Committee.
- 13.3. The nomination form requires the signatures of two (2) financial members of the region plus the nominee's signature.

- 13.4. All nominations will be considered by the National Committee to ensure the nominee demonstrates the attributes that align with the advancement of the emergency nursing profession.
- 13.5. If there is more than one nomination, then an electronic ballot of the region's full members shall be organised once 13.4 has taken place.
 - 13.5.1. The time frame for the ballot shall be determined by the National Committee.
- 13.6. Nominees will be notified in writing via email prior to the announcement online.
- 13.7. Results of the election shall be announced online.

14. CENNZ^{NZNO} Meetings

- 14.1. National Committee meetings
 - 14.1.1. The National Committee shall aim to meet in person a minimum of three (3) times a year plus the Annual General Meeting.
 - 14.1.2. The National Committee will aim to have 6 additional online meetings throughout the year.
- 14.2. CENNZ Conference
 - 14.2.1. There shall be an Annual General Meeting chaired by both or either of the Co-Chairpersons of CENNZ^{NZNO} in conjunction with the Emergency Nurses Conference or online.
 - 14.2.2. The Business of the Annual General Meeting shall be to
 - 14.2.2.1. Establish the policy of CENNZ^{NZNO}.
 - 14.2.2.2. Consider and decide upon all policy and rule remits forwarded for its consideration in accordance with these rules.
 - 14.2.2.3. Present the proposed budget for the next financial year
 - 14.2.2.4. Approve membership levy as required
 - 14.2.2.5. Announce the results of the elections
 - 14.2.2.6. Announce the venue for the next Annual General Meeting and Conference (if conference year).
 - 14.2.2.7. Discuss, receive and decide upon any other matter that the Annual General Meeting agrees to put on the agenda by a majority vote.
 - 14.2.2.8. Quorum for the Annual General Meeting shall be five percent (5%) of members.
 - 14.2.2.9. Receive and consider:
 - 14.2.2.9.1. The Annual report as presented by either of the Co-Chairpersons.
 - 14.2.2.9.2. The audited statement of income and expenditure and annual balance sheet.
 - 14.2.2.10. The effect of every decision made at the AGM is to bind every member of the National Committee and financial members of CENNZ^{NZNO} to that decision.
 - 14.2.2.11. Proposed changes to the rules shall be forwarded to the Secretary two (2) calendar months before the Annual General Meeting. The proposed changes shall be circulated to all members no later than one (1) month before the Annual General Meeting.
 - 14.2.2.12. Voting on these proposed changes shall take place at the Annual General Meeting.
 - 14.2.2.13. Any changes to the rules are to be approved by the Board of Directors of the New Zealand Nurses' Organisation (Inc.).
 - 14.2.3. A representative of the New Zealand Nurses Organisation (Inc.) shall be invited to the Annual General Meeting.

- 14.2.4. Voting will be by a show of hands, voice, or electronic equivalent (i.e. zoom poll), unless a request is made by a member to have a secret ballot. All resolutions shall be decided by a majority of votes.
- 14.2.5. The Co-Chairs are not entitled to a casting vote.
- 14.2.6. No proxy voting is permitted.
- 14.2.7. Meetings shall be conducted according to accepted meeting procedure.
- 14.3. N.Z.N.O. Conference
 - 14.3.1. The delegates to the NZNO Conference shall be the Chairperson or a deputy and one other member of the National Committee.

15. CENNZ^{NZNO} Pae Ora

15.1 The inclusion of this section aligns with the Pae Ora Healthy Futures Act 2022. As per the original purpose of this Act is to protect, promote and improve the health of all New Zealanders.

15.2 With actions and focus on achieving equity for Māori, Pacifica People, Women's health, Rural health, Mental health and people living with disabilities.

16. CENNZ^{NZNO} NZNO partnership

- 16.1. Only the National Co-Chairpersons or their nominated delegate speaks on behalf of CENNZ^{NZNO}.
- 16.2. The Chief Executive Office of the New Zealand Nurses Organisation will be informed prior to communication with external organisations or the media.
- 16.3. Communication with National or International Organisations or government departments shall initially be through the New Zealand Nurses Organisation Chief Executive Officer.
- 16.4. The New Zealand Nurses Organisation may be promoted through CENNZ^{NZNO}.

17. CENNZ^{NZNO} Special General Meeting

- 17.1. The National Committee shall call a Special General Meeting (SGM) at a time and place of its choosing.
- 17.2. All members shall receive notification of date, time and place not less than (1) month before the date of the SGM.
- 17.3. Any notice given under this rule shall state the business to be transacted at the SGM and no business other than that specified in the notice shall be transacted at the meeting.

18. CENNZ^{NZNO} Triage Course

- 18.1. Triage Course Director will be a portfolio held by one of the National Committee Members.
- 18.2. The triage instructors will be a sub-group of the National Committee of the College of Emergency Nurses NZ^{NZNO}.

- 18.3. The Triage Course Director will prepare a report annually for presentation at the Annual General Meeting.
- 18.4. The CENNZ National Committee has operational responsibilities for the National Triage Course.
- 18.5. The name of CENNZ^{NZNO} Triage course will be 'New Zealand Triage course'.

19. CENNZ^{NZNO} Journal

- 19.1. The journal of CENNZ^{NZNO} shall be called "Emergency Nurse NZ".
- 19.2. The purpose of Emergency Nurse NZ will be to disseminate information, publish articles relevant to emergency nurses both within New Zealand and the wider international community.
- 19.3. CENNZ^{NZNO} will aim to publish three (3) issues of Emergency Nurse NZ annually.
- 19.4. The CENNZ^{NZNO} National Committee assumes responsibility for publication of Emergency Nurse NZ.
- 19.5. The National Committee shall appoint an Editor, who will ensure publication of the journal on behalf of the committee.
- 19.6. The Editor's responsibilities will include:
 - 19.6.1. To ensure publication of the journal as specified in 14.2 and 14.3, to liaise with the CENNZ^{NZNO} national committee
 - 19.6.2. Responsibility for the content of the journal as stated in the NZNO Colleges and Sections Handbook (2009, pg 118), Editorial Responsibilities.
- 19.7. If the Editor is not an elected member of the National Committee, a National Committee member will be appointed to liaise with the editor – Journal Portfolio holder.
- 19.8. The appointment of the Editor will occur at the National Committee meeting prior to or at the first meeting following the Annual General Meeting in conjunction with the election of the National Committee Co-Chairpersons, Secretary and Treasurer. The term of appointment of the Editor will be one year. The Editor may be re-appointed for subsequent terms of one year at the National Committee's discretion. In the event that the Editor is unable to complete the full term of one year, the National Committee will select a replacement Editor to complete the term.
- 19.9. The Editor, or the National Committee Journal Portfolio holder, will prepare a report annually for presentation at the Annual General Meeting.
- 19.10. Costs incurred by the Editor in the course of fulfilling editorial duties will be reimbursed by CENNZ^{NZNO} in accordance with NZNO policy.
- 19.11. A Peer Review Committee will be established by the editor to review articles submitted for publication in Emergency Nurse NZ. Each article will be reviewed by a minimum of two members of the peer review committee.
- 19.12. The editor will be responsible for nominating members of the Peer Review Committee for approval by the CENNZ^{NZNO} National Committee. Members of the Peer Review Committee will have a minimum of a Masters Degree, and they will have a background in emergency nursing or post-graduate nursing education. There will be a minimum of five members of the Peer Review Committee.

20. CENNZ^{NZNO} Networks

- 20.1. CENNZ^{NZNO} will establish and maintain networks to enhance collaboration and connection among emergency nurses in key focus areas. As of 2026, current networks include:
 - 20.1.1. Nurse Educator Network
 - 20.1.2. Charge Nurse Manager Network
 - 20.1.3. Nurse Practitioner / AENN Network
 - 20.1.4. Māori Nehi network
- 20.2. Each Network is to have a representative, or delegated representative, from the CENNZ^{NZNO} National Committee.
- 20.3. Where financial support is required to facilitate the networks, decisions regarding financial support will be made in conjunction with the treasurer and with the approval of the CENNZ^{NZNO} National Committee.

21. CENNZ^{NZNO} Property

- 21.1. CENNZ^{NZNO} owns 4 laptops, with associated laptop chargers and laptop bags.
- 21.2. The laptops are for issue to the following roles:
 - 21.2.1. CENNZ Co-Chairperson
 - 21.2.2. CENNZ Secretary
 - 21.2.3. CENNZ Triage Coordinator
 - 21.2.4. CENNZ Treasurer

22. Interpretation

- 22.1. The Rules of CENNZ - NZNO are subject to confirmation by NZNO whose National Executive Team may from time to time request changes in the interest of good governance of NZNO.
- 22.2. Where any matter is not provided for in the rules, the rules of NZNO shall apply to the extent of the powers of CENNZ - NZNO in rule 40 in the NZNO rules.

23. Winding Up of the College

- 23.1. In the event of the CENNZ^{NZNOs} dissolution, the administration of all assets, liabilities and properties etc., shall be transferred to the National Executive team of NZNO Inc.
- 23.2. On a region's dissolution all property, money or effects will belong to CENNZ^{NZNO}.