Guideline: NZNO guide to preparing remits

Purpose

The purpose of this guideline is to provide NZNO members with a process for preparing remits.

Introduction

This guideline is to support NZNO members to prepare remits so they can be voted on by all members. Remits are vital to our democratic process and can either seek policy change or innovation (policy remit), or change to the NZNO Constitution (constitutional remit).

Remits are voted on by all members and voting results are announced at the NZNO AGM. The AGM is held no later than 31 October each year on a date chosen by the NZNO Board. Remits should be forwarded well in advance of the NZNO AGM so 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 is 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.

See https://www.nzno.org.nz/resources/nzno_publications

How can this change be achieved? Specify whether it is policy-related or a 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 whether 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.

See 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 Tauria (TRT) or the board of directors consulted? If any of these groups were consulted, outline their feedback. Early comment and support from wider membership may assist with the ultimate success of the remit.

See https://www.nzno.org.nz/groups/colleges_sections
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 this 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 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;
   - whether 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.

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, the chief executive will make all remits available to all members.

Voting on the remits (either electronically or by post) will open at least six weeks before the AGM. Results of the voting will be announced at the AGM.

Please use this checklist of things to consider in preparing your remit and include it with your remit submission. Have you:

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