

Introduction

The Candidate Information Handbook (CIH) is produced for the 2019 local body elections. It contains general information about candidate eligibility and nomination, campaigning requirements, election offences etc. A copy of the Handbook is available on request via email to elections@horizons.govt.nz or phone to (06) 952 2800. It can also be viewed online at www.horizons.govt.nz or uplifted from Horizons Regional House at Palmerston North and Whanganui, or from Horizons' Service Centres at Woodville, Marton or Taumarunui.

Electoral Officer Details

The Electoral Officer is Craig Grant. Craig is the Corporate and Governance Group Manager, for Horizons Regional Council and can be contacted by emailing elections@horizons.govt.nz or phoning (06) 952 2863.

The Deputy Electoral Officer is Kay Booth who can be contacted by emailing elections@horizons.govt.nz or phoning (06) 952 2800.

Summarised timetable

From Wed, 17 July 2019

Fri, 19 July 2019
Fri, 16 August 2019

From Wed, 21 August 2019

IF ELECTION REQUIRED

From Fri, 20 Sept 2019

Saturday, 12 October 2019

From Thurs, 17 October 2019

Mid December 2019

Public notice of election;
Preliminary roll open for inspection
Nominations open
Nominations close (12 noon);
Preliminary electoral roll closes
Public notice of day of election;
Names of candidates

Delivery of voting documents;
Progressive roll scrutiny;
Early processing period starts;
Special voting period starts
Election day;
Voting closes noon – counting commences;
Progress results available as soon as practicable
Official declaration;
Public notice of Declaration of Results
Return of electoral expense forms

Candidate Profile Statement and Photo Requirements

The Local Electoral Act allows for candidate profile statements (CPS) to be provided by each candidate with the nomination paper. If an election is required these are then collated by the Electoral Officer and forwarded to electors in a sheet or booklet with the voting papers. Refer also to the notes in the Candidate Handbook (pg 17).

Candidate profile statements are limited to 150 words and should be provided electronically via email or on a media device, as a MS Word document that has been spell checked.

Candidate profile statements are governed by Sections 61 and 62 of the Act. A hard copy of the CPS must be provided at the same time as the nomination document, but should also be emailed to the Electoral Officer, at elections@horizons.govt.nz.

Candidate Photos (pg 19)

Candidates may also submit a photograph for inclusion with the candidate profile statement in the sheet to accompany the voting papers. Photos should be supplied in colour, must be recent (taken within the last 6 months), be submitted in JPEG format and be provided on a media device or hard copy (passport size) at the same time as the candidate profile statement (and nomination paper), but should also be emailed to the Electoral Officer with the profile statement.

Note: The onus is on the candidate to ensure that all nomination documents including the profile and photo are submitted to the Electoral Officer by 12 noon on Friday 16 August 2019.

Candidate Eligibility (pg 15)

Full eligibility criteria for this by-election are detailed on the reverse of the nomination form. In summary, candidates do not need to reside within the Constituency area they wish to represent, but must be a NZ citizen and enrolled as a parliamentary elector somewhere in New Zealand and be nominated by two electors who reside within the relevant Constituency area.

Campaigning (pg 25)

Full details on the limitations associated with election campaigning are listed in the CIH. All candidates should refer to the handbook to familiarise themselves with those restrictions. The following is a summary of the main criteria to be aware of: Campaigning can commence anytime but must cease by the close of voting day, i.e. 12 noon Saturday 12 October 2019. No election material can contain any untrue statement defamatory of any candidate and calculated to influence the vote of any elector or include an imitation voting paper which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contains such direction or indication likely to influence the voter.

Election Advertising (pg 25)

Election advertising, using any media, must identify the person under whose authority they have been produced, as per Sections 113-115 of the Local Electoral Act 2001.

This means that for hoardings, posters and adverts etc, each candidate must have a sentence at the bottom saying that it is authorised by the candidate (or their agent), i.e. "Authorised by Bill Citizen, 20 Main St, Samletown."

Please note that the address listed must be a physical address i.e. it cannot be a PO Box or rural delivery number.

Election Hoardings (pg 53)

Further details on the election signage requirements are listed in the 2019 Candidate Information Handbook. Any candidate intending to use election hoardings as part of their campaign strategy is encouraged to contact the relevant city or district council office – see contact details in the CIH.

Campaigning Expenditure Limits (pg 29)

At the end of the election period, all candidates are required to submit to the Electoral Officer a summary of donations received and expenditure made on campaigning for the election. See the CIH for expenses limits (inclusive of GST).

Lodgement of Nomination Forms

Completed nomination forms for this election must be lodged with the Electoral Officer or Deputy Electoral Officer at the Horizons Regional Council office, 11-15 Victoria Avenue, Palmerston North on or before midday on Friday 16 August 2019. Along with the nomination form, each candidate must also:

- Pay the \$200 (inclusive of GST) election deposit
- Submit the candidate profile statement of up to 150 words to be used for this election
- Submit the photo to be used for this election
- Provide evidence of their NZ citizenship. Acceptable forms of evidence include: NZ birth certificate, NZ passport or a copy of NZ citizenship ceremony documents.

Election Results (pg 45)

A progress election result will be generated as soon as possible after midday on Saturday 12 October 2019. Candidates will be advised of the progress result as soon as possible thereafter, either by email or phone, before the progress result is then posted to the Council website.

The final election result will be generated once all special votes have been processed. It is expected that will be on or before Thursday 17 October 2019.

Candidates will be emailed a copy of that document which will then be publicly notified as soon as possible thereafter.