

### INTRODUCTION

This by-election covers the extraordinary vacancy for one councillor for the Palmerston North constituency. The vacancy has arisen from the recent death of Cr Pat Kelly.

A full candidate handbook was produced for the 2016 local body elections. General information about candidate eligibility, campaigning requirements, election offences etc. are included in the handbook. A copy of that handbook is available on request to the Deputy Electoral Officer via email to elections@horizons.govt.nz or phone to (06) 9522 814. It can also be viewed online at www.horizons.govt.nz

### ELECTORAL OFFICER DETAILS

The Electoral Officer for this by-election 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 for this by-election is Kay Booth. Kay can be contacted by emailing elections@horizons.govt.nz or phoning (06) 9522 814.

### SUMMARISED BY-ELECTION TIMETABLE

Thursday 28 June 2018	Public Notice of By-election Nominations open Prelim roll open for inspection
Thursday 26 July 2018	Nominations close (noon) Prelim electoral roll closes
ASAP after Thursday 26 July 2018	Further notice of by-election
IF ELECTION REQUIRED	
Thursday 30 August 2018	Delivery of voting documents commences Progressive roll scrutiny Early processing period starts Special voting period starts
Thursday 20 September 2018	Last day to appoint scrutineers (noon)
Friday 21 September 2018	Election day Voting closes noon – counting commences Progress results available as soon as practicable
By Thursday 27 September 2018	Official declaration Public notice of Declaration of Results
By Wednesday 21 November 2018	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.

Candidate profile statements are limited to 150 words and should be provided electronically via e-mail 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

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 format 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 Thursday 26 July 2018.

### CANDIDATE ELIGIBILITY

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 Palmerston North Constituency area, but must be a NZ citizen and enrolled as a parliamentary elector somewhere in New Zealand and be nominated by two electors within the Palmerston North Constituency area.

### CAMPAIGNING

Full details on the limitations associated with election campaigning are listed in the handbook. 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:

1. Campaigning can commence anytime but must cease by the close of voting day, i.e. 12 noon Friday 21 September 2018.
2. 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

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, Samptown." 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

Further details on the election signage requirements are listed in the 2016 Candidate Handbook. Any candidate intending to use election hoardings as part of their campaign strategy is encouraged to contact Environmental Services (Customer Service) at the Palmerston North City Council office on (06) 356 8199.

### CAMPAIGNING EXPENDITURE LIMITS

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 by-election. For this by-election the total election expenses must not exceed \$50,000 (inclusive of GST).

### LODGEMENT OF NOMINATION FORMS

Completed nomination forms for this by-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 Thursday 26 July 2018. 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 by-election
- Submit the photo to be used for this by-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

A progress election result will be generated as soon as possible after midday on Friday 21 September 2018. Candidates will be advised of the progress result as soon as possible thereafter, either by e-mail 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 27 September 2018. Candidates will be emailed a copy of that document which will then be publicly notified as soon as possible thereafter.