

*NZEI Branch News 2009/11  
To: All Branches, Aronui Tōmua, Komiti Pasifika  
and District Councils*

## ANNUAL MEETING 2009

*May 2009*

### **A Representation at Annual Meeting 2009**

### **B Resolutions to Annual Meeting 2009**

### **C Nominations for National Officers**

#### **KEY POINTS:**

- Annual Meeting 2009 will be held at **The Wellington Town Hall, Wakefield Street, Wellington** from Sunday 27 September to Wednesday 30 September. Annual Meeting commences on Sunday at 10.45am and the formal proceedings end at 4.00pm on Wednesday.

Representatives and Observers should be aware that the format of meetings and the timing of the Opening Ceremony and Awards Ceremony are likely to be similar to those of 2008. Detailed information will be sent when we receive the names of your elected representatives to Annual Meeting.

- Section 5.1.1 of the Rules of NZEI Te Riu Roa determines the number of representatives entitled to attend an Annual Meeting of the Institute. National Executive has set April 2009 as the time for calculating the branch, aronui tomua, komiti pasefika and district council rolls for this purpose.
- Please fax to National Office the name(s) of your elected representative(s) and observer (if entitled) as soon as possible. Alternatively use the template provided on our website [www.nzei.org.nz](http://www.nzei.org.nz)
- Resolutions to amend policy or the Rules of the NZEI Te Riu Roa must reach the National Secretary no later than **Friday 26 June 2009**. Forms are enclosed.
- Nominations for national officers must reach the National Secretary no later than 5pm **Friday 10 July 2009**. Forms are enclosed, including a form to be attached as a CV (no more than 500 words).

#### **ACTION:**

- Secretaries please arrange for the branch, aronui tomua, komiti pasefika or district council to meet the above deadlines determined by the Rules of the NZEI Te Riu Roa.
- Please use the "Overview of Key Annual Meeting Activities" sheet attached as a guide to this work.

#### **ENQUIRIES:**

- Please direct enquiries regarding this Update to Darrell Ward in National Office, phone (04) 382 2733 or email [darrell.ward@nzei.org.nz](mailto:darrell.ward@nzei.org.nz).

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# A Representation at Annual Meeting 2009

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- 1 Section 5.1.1 of the Rules of the Institute determines the number of representatives entitled to attend, speak and vote at a meeting of the Institute.
- 2 At such meetings branches shall be entitled to one representative for each complete 95 full time equivalent members (FTE) of such branch, provided that any branch with fewer than 95 FTE members shall be entitled to one representative.
- 3 Branches with an entitlement to **one** representative shall also be entitled to have one official observer at an Annual Meeting. No other branch or district council is entitled to an official observer.
- 4 In addition, the following are entitled to attend:
  - the chairpersons of district councils
  - two student teacher representatives appointed by each district council (which has student teacher representation in accordance with section 3.5.2.1(b) of the rules)
- 5 The entitlement is determined by using April 2009 membership data. Section 3.4.28 of the Rules provides guidance to branches on the election of Annual Meeting representatives.
- 6 As we get closer to Annual Meeting, representatives and observers will be advised of the seating arrangements for 2009.

There is every likelihood that for 2009 observers will need to be seated upstairs in the gallery of the Wellington Town Hall.

A final decision on this matter will not be made until the close-off date for the advice to National Office of the name(s) of representatives and observers (26 June 2009).
- 7 The Annual Meeting representative entitlement for each branch, aronui tomua, komiti pasefika and district council is attached.
- 8 **Advise National Office of the name(s) of your elected representative(s) and observers (if entitled) as soon as possible, by:**

Completing the attached form and faxing it to National Office.

The names of branch representatives and official observers should be received by the National Secretary no later than **26 June 2009**

**You will be unable to proceed with any travel arrangements until NZEI National Office receives this information – See Branch News 2009/08**

**It is of considerable assistance to the organisation of Annual Meeting if branches action this matter at the earliest possible opportunity.**

**Annual Meeting 2009 Representatives and Observers  
ENTITLEMENT 2009**

| <b>Branch/Aronui Tomua/Komiti<br/>Pasefika</b> | <b>Fulltime<br/>Equivalent<br/>Members<br/>(FTE)</b> | <b>FTE/95</b> | <b>Representatives</b> | <b>Observers</b> |
|--|--|---------------|------------------------|------------------|
| A T - Awakairangi                              | 44.96  | 0.47          | 1                      | 1                |
| A T - Hikurangi Ki Te Tairawhiti               | 61.2   | 0.64          | 1                      | 1                |
| A T - Hokianga Ki Taumarere                    | 69.15  | 0.73          | 1                      | 1                |
| A T - Kahungunu Ki Te Wairoa                   | 34.06  | 0.36          | 1                      | 1                |
| A T - Kahuranaki                               | 40.08  | 0.42          | 1                      | 1                |
| A T - ki Ruapehu                               | 11.62  | 0.12          | 1                      | 1                |
| A T - Manaakitia o Potiki                      | 26.13  | 0.28          | 1                      | 1                |
| A T - Manaia Ki Tutamoe                        | 41.83  | 0.44          | 1                      | 1                |
| A T - Manawatu                                 | 50.14  | 0.53          | 1                      | 1                |
| A T - Manukau Whanui                           | 91.51  | 0.96          | 1                      | 1                |
| A T - o Mataatua                               | 67.56  | 0.71          | 1                      | 1                |
| A T - o Otepoti                                | 20.97  | 0.22          | 1                      | 1                |
| A T - o Te Rohe Potae                          | 13.5   | 0.14          | 1                      | 1                |
| A T - Parininihi Ki Taipake                    | 47.93  | 0.50          | 1                      | 1                |
| A T - Rotorua                                  | 94.38  | 0.99          | 1                      | 1                |
| A T - Tamaki Makaurau                          | 50.87  | 0.54          | 1                      | 1                |
| A T - Tauranga-Moana                           | 37.81  | 0.40          | 1                      | 1                |
| A T - Te Mangai Maori Waikato                  | 107.44   | 1.13          | 1                      | 1                |
| A T - Te Ropu .. Murihiku                      | 25.99  | 0.27          | 1                      | 1                |
| A T - Te Whanau-A-Apanui                       | 20.66  | 0.22          | 1                      | 1                |
| A T - Te Whanganui A Tara                      | 46.03  | 0.48          | 1                      | 1                |
| A T - Tokoroa                                  | 27.86  | 0.29          | 1                      | 1                |
| A T - Turanga                                  | 67.02  | 0.71          | 1                      | 1                |
| A T - Wairau                                   | 18.38  | 0.19          | 1                      | 1                |
| A T - Waitaha                                  | 60.98  | 0.64          | 1                      | 1                |
| A T - Whakatu                                  | 24.77  | 0.26          | 1                      | 1                |
| A T - Whanganui                                | 38.31  | 0.40          | 1                      | 1                |
| A T - Whanganui A Orotu                        | 34.7   | 0.37          | 1                      | 1                |
| Ashley   | 353.81   | 3.72          | 3                      | 0                |
| Auckland                                       | 2215.72  | 23.32         | 23                     | 0                |
| Bay Of Islands                                 | 243.09   | 2.56          | 2                      | 0                |
| Buller   | 64.5   | 0.68          | 1                      | 1                |
| Cambridge                                      | 152.13   | 1.60          | 1                      | 1                |
| Central Hawkes Bay                             | 114.83   | 1.21          | 1                      | 1                |
| Central King Country                           | 93.23  | 0.98          | 1                      | 1                |
| Central Otago                                  | 281.97   | 2.97          | 2                      | 0                |
| Christchurch                                   | 2584.08  | 27.20         | 27                     | 0                |
| Coromandel Peninsula                           | 66.92  | 0.70          | 1                      | 1                |
| Correspondence School                          | 98.24  | 1.03          | 1                      | 1                |
| Ellesmere                                      | 200.5  | 2.11          | 2                      | 0                |

| <b>Branch/Aronui Tomua/Komiti Pasesifika</b> | <b>Fulltime Equivalent Members (FTE)</b> | <b>FTE/95</b> | <b>Representatives</b> | <b>Observers</b> |
|--|--|---------------|------------------------|------------------|
| Far North                                    | 168.75                                   | 1.78          | 1                      | 1                |
| Feilding                                     | 137.07                                   | 1.44          | 1                      | 1                |
| Foxton                                       | 54.58                                    | 0.57          | 1                      | 1                |
| Franklin                                     | 295.78                                   | 3.11          | 3                      | 0                |
| Golden Bay                                   | 32.53                                    | 0.34          | 1                      | 1                |
| Grey   | 121.73                                   | 1.28          | 1                      | 1                |
| Hastings                                     | 589.31                                   | 6.20          | 6                      | 0                |
| Heretaunga                                   | 302.36                                   | 3.18          | 3                      | 0                |
| Hibiscus Coast                               | 233.61                                   | 2.46          | 2                      | 0                |
| Hokianga                                     | 41.96                                    | 0.44          | 1                      | 1                |
| Horowhenua                                   | 194.81                                   | 2.05          | 2                      | 0                |
| Howick                                       | 664.64                                   | 7.00          | 6                      | 0                |
| Huntly                                       | 105.84                                   | 1.11          | 1                      | 1                |
| Hurunui                                      | 51.17                                    | 0.54          | 1                      | 1                |
| Hutt Valley                                  | 661.6                                    | 6.96          | 6                      | 0                |
| Kaipara                                      | 110.3                                    | 1.16          | 1                      | 1                |
| Kapiti                                       | 282.69                                   | 2.98          | 2                      | 0                |
| Komiti Pasesifika - Auckland                 | 89.32                                    | 0.94          | 1                      | 1                |
| Komiti Pasesifika Wellington                 | 75.1                                     | 0.79          | 1                      | 1                |
| Mackenzie                                    | 32.17                                    | 0.34          | 1                      | 1                |
| Malvern                                      | 50.93                                    | 0.54          | 1                      | 1                |
| Mana   | 407.67                                   | 4.29          | 4                      | 0                |
| Manawatu                                     | 708.12                                   | 7.45          | 7                      | 0                |
| Maniapoto                                    | 71.14                                    | 0.75          | 1                      | 1                |
| Manurewa                                     | 762.56                                   | 8.03          | 8                      | 0                |
| Marlborough                                  | 311.29                                   | 3.28          | 3                      | 0                |
| Matamata                                     | 148.48                                   | 1.56          | 1                      | 1                |
| Mid Canterbury                               | 221.55                                   | 2.33          | 2                      | 0                |
| Motueka                                      | 116.58                                   | 1.23          | 1                      | 1                |
| Murupara                                     | 29.62                                    | 0.31          | 1                      | 1                |
| Napier                                       | 557.06                                   | 5.86          | 5                      | 0                |
| Nelson                                       | 544.04                                   | 5.73          | 5                      | 0                |
| North Shore                                  | 1153.29                                  | 12.14         | 12                     | 0                |
| North Taranaki                               | 535.45                                   | 5.64          | 5                      | 0                |
| Northern Wairoa                              | 100.76                                   | 1.06          | 1                      | 1                |
| Opotiki                                      | 67.92                                    | 0.71          | 1                      | 1                |
| Otago  | 884.15                                   | 9.31          | 9                      | 0                |
| Otahuhu                                      | 210.22                                   | 2.21          | 2                      | 0                |
| Pahiatua Bush                                | 60.46                                    | 0.64          | 1                      | 1                |
| Papakura                                     | 428.87                                   | 4.51          | 4                      | 0                |
| Papatoetoe                                   | 1095.84                                  | 11.54         | 11                     | 0                |
| Parumoana                                    | 147.84                                   | 1.56          | 1                      | 1                |
| Patea-Waverley                               | 33.56                                    | 0.35          | 1                      | 1                |

| Branch/Aronui Tomua/Komiti Pasefika | Fulltime Equivalent Members (FTE) | FTE/95 | Representatives | Observers    |
|-------------------------------------|-----------------------------------|--------|-----------------|--------------|
| Piako                               | 147.63                            | 1.55   | 1               | 1            |
| Poverty Bay                         | 353.78                            | 3.72   | 3               | 0            |
| Rangitikei                          | 76.85                             | 0.81   | 1               | 1            |
| Reefton-Murchison                   | 30.53                             | 0.32   | 1               | 1            |
| Reporoa                             | 29.18                             | 0.31   | 1               | 1            |
| Rodney-Otamatea                     | 170.97                            | 1.80   | 1               | 1            |
| Rotorua                             | 508.35                            | 5.35   | 5               | 0            |
| Ruapehu                             | 38.49                             | 0.41   | 1               | 1            |
| South Canterbury                    | 364.87                            | 3.84   | 3               | 0            |
| South Otago                         | 132.61                            | 1.40   | 1               | 1            |
| South Taranaki                      | 292.98                            | 3.08   | 3               | 0            |
| South Wairarapa                     | 111.99                            | 1.18   | 1               | 1            |
| Southern Hawkes Bay                 | 85.54                             | 0.90   | 1               | 1            |
| Southland                           | 742.07                            | 7.81   | 7               | 0            |
| Taihape                             | 49.17                             | 0.52   | 1               | 1            |
| Taupo                               | 200.17                            | 2.11   | 2               | 0            |
| Tauranga                            | 814.79                            | 8.58   | 8               | 0            |
| Te Puke                             | 182.9                             | 1.93   | 1               | 1            |
| Thames                              | 202.05                            | 2.13   | 2               | 0            |
| Tokoroa                             | 175.14                            | 1.84   | 1               | 1            |
| Turangi                             | 45.15                             | 0.48   | 1               | 1            |
| Waiapu                              | 14.82                             | 0.16   | 1               | 1            |
| Waihi                               | 76.81                             | 0.81   | 1               | 1            |
| Waikato                             | 1398.39                           | 14.72  | 14              | 0            |
| Waimate                             | 45.31                             | 0.48   | 1               | 1            |
| Wainuiomata                         | 140.85                            | 1.48   | 1               | 1            |
| Waipa                               | 230.88                            | 2.43   | 2               | 0            |
| Wairarapa                           | 214.98                            | 2.26   | 2               | 0            |
| Wairoa                              | 78.54                             | 0.83   | 1               | 1            |
| Waitaki                             | 144.65                            | 1.52   | 1               | 1            |
| Waiuku                              | 91.61                             | 0.96   | 1               | 1            |
| Wanganui                            | 356.57                            | 3.75   | 3               | 0            |
| Wellington                          | 799.24                            | 8.41   | 8               | 0            |
| Wellington North                    | 337.49                            | 3.55   | 3               | 0            |
| West Auckland                       | 1391.86                           | 14.65  | 14              | 0            |
| Westland                            | 57.1                              | 0.60   | 1               | 1            |
| Whakatane                           | 294.1                             | 3.10   | 3               | 0            |
| Whangarei                           | 592.28                            | 6.23   | 6               | 0            |
| District Councils                   | 0.00                              |        | 12              | 0            |
| Student Teachers                    | 0.00                              |        | 24              | 0            |
|                                     | <b>31658.27</b>                   |        | <b>367.00</b>   | <b>77.00</b> |



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# B Resolutions to Annual Meeting 2009

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## 1 **Amendment or Repeal of the Rules**

All resolutions that members wish to send to Annual Meeting to amend or repeal the rules require the sanction of the National Executive or a meeting of a branch, aronui tomua or komiti pasefika.

Resolutions should therefore be submitted on the correct form, in duplicate, (copy attached) ***and be accompanied by supporting argument and projected costings.***

Resolutions must reach the National Secretary no later than three months prior to the date of annual meeting and be forwarded by the National Secretary to branches no later than two months prior to that date.

To be considered at Annual Meeting 2009 any resolutions to amend or repeal the rules must be received by the National Secretary no later than Friday 26 June 2009.

## 2 **Resolutions to Amend Institute Policy**

One of the functions of Annual Meeting is to debate and determine issues of interest to the Institute, provided that such issues have the sanction of the National Executive or a meeting of a branch, aronui tomua or komiti pasefika.

The determination of issues of interest to the Institute shall be either through the consideration of reports or resolutions to amend policy.

The current practice is that resolutions to amend policy from branches/aronui tomua and komiti pasefika shall match the process for amendment or repeal of the rules.

Resolutions should therefore be submitted on the correct form, in duplicate, (copy attached) ***and be accompanied by supporting argument and projected costings.***

The current NZEI Draft policy document is available on NZEI's website at:  
[http://www.nzei.org.nz/annual\\_meeting/annual\\_meeting08/annual\\_meeting2008.htm](http://www.nzei.org.nz/annual_meeting/annual_meeting08/annual_meeting2008.htm)

- **If the purpose of the resolution is to define new policy** the resolution should be begin with "That NZEI adopt as policy ....".
- **If the intention is to amend existing policy** it should begin with "That NZEI policy be amended....(and include reference to the existing policy)".

- **If the intention is to direct action on existing policy** then the resolution should begin with "That action be taken....".
- **If the intention is to direct Executive or Members** to strong feelings on some topic the resolution should begin "That it be noted....".

The aim of this procedure is to assist in the development of the policy document and to direct annual meeting discussion towards policy development and action to achieve policy.

If Branches / Aronui Tomua / Komiti Pasefika / District Council's have difficulty wording resolutions or are unsure if the matter being put forward is either already policy or counter to existing policy then National Office staff are ready to help.

Please note that the NZEI Te Riu Roa National President, Frances Nelson, has established a Resolutions Advisory Committee (AMRAC). This committee will consider all resolutions received and may contact the Branches sponsoring the resolution if there are duplications, or in cases where the intent of the resolution is unclear, or where the information is incomplete. The work of AMRAC is to enable the debate to run smoothly and facilitate discussion about the recommendations.

To be considered at Annual Meeting 2009 any resolutions to amend or repeal policy must be received by the National Secretary no later than Friday 26 June 2009.

Branches and Aronui Tomua are advised therefore to make maximum use of the time available between now and the final date for the receipt by National Office of resolutions (26 June 2009).

### 3. **Special Reports**

Reports for consideration by Annual Meeting 2009, in addition to the National Executive and Financial Report, include:

- ***Special Education Policy Review***
- ***Organisational Review***

and are due for circulation to Branches / Aronui Tomua / Komiti Pasefika / District Council's in July / August.

These reports will include any resolutions for debate by Annual Meeting 2009. Branches should consider the intent of any such recommendations carefully.

Please note that the ***NZEI Te Riu Roa Organisational Review Report*** will, be circulated to each work-site, branch and District Council to enable the broadest membership participation possible.

# NEW ZEALAND EDUCATIONAL INSTITUTE (INC)

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*Please send two copies*

## RESOLUTION TO AMEND THE RULES OF THE NEW ZEALAND EDUCATIONAL INSTITUTE (INC)

Branch/Aronui Tomua/Komiti Pasefika: \_\_\_\_\_

Adopted by Meeting on: \_\_\_\_\_

### RESOLUTION:

That Section \_\_\_\_\_ of the Rules of the New Zealand Educational Institute (Inc) be Amended by:

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### PART 2 ARGUMENTS:

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Date: \_\_\_\_\_ Branch Secretary \_\_\_\_\_

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### Notes:

1. All resolutions to amend the Rules of the New Zealand Educational Institute (Inc) must have the sanction of the National Executive or a meeting of a branch.
2. Resolutions must be in the form of an amendment to the Rules of the New Zealand Educational Institute (Inc). Rules may be added to, rescinded or amended and any new section inserted.
3. All resolutions must be supported by relevant argument.
4. Resolutions may be forwarded at any time throughout the year but shall reach the National Secretary no later than **3** months prior to the Annual Meeting at which they shall be considered.

# NEW ZEALAND EDUCATIONAL INSTITUTE (INC)

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*Please send two copies*

## RESOLUTION TO AMEND INSTITUTE POLICY

Branch/Aronui Tomua/Komiti Pasefika: \_\_\_\_\_

Adopted by Meeting on: \_\_\_\_\_

### RESOLUTION:

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### PART 2 ARGUMENTS:

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Date: \_\_\_\_\_ Branch Secretary \_\_\_\_\_

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### Notes:

1. All resolutions to amend Institute policy must have the sanction of the National Executive or a meeting of a branch.
2. Resolutions must be in the form of an amendment to established policy and if applicable to the current policy document. Policy may be added to, rescinded or amended and any new section inserted.
3. All resolutions must be supported by relevant argument.
4. Resolutions may be forwarded at any time throughout the year but shall reach the National Secretary no later than **3** months prior to the Annual Meeting at which they shall be considered.

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# C Nominations for National Officers 2010

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## 1 Election of National Officers

Any full or student teacher member is eligible for election as an officer of the Institute.

## 2 Composition of the National Executive (Refer: 3.2.1 of the Rules)

The National Executive of the Institute comprises:

- 1 National President
- 1 National Immediate Past-President or Senior Executive Member
- 1 National Vice-President
- 3 Three members of Te Reo Areare selected annually in accordance with procedures established by Te Kahui Whetu
- 18 Additional members as follows:
  - 3 elected from nominees of members in the early childhood sector
  - 12 elected from nominees of members in the primary teaching sector
  - 2 elected from nominees of support staff sector members in the primary sector
  - 1 elected from nominees of support staff members in the secondary/area school sector.

The total number on the National Executive is 24.

All ballots are conducted at the annual meeting on a simple majority basis.

## 3 Nominations

Nominations for National President, National Vice-President and an additional eighteen National Executive members shall be made on the Fifth Schedule to the rules (see attached).

Nominations for the three designated offices to be filled by nominees of members in the early childhood sector shall be clearly marked **EARLY CHILDHOOD SECTOR BALLOT**.

Nominations for the twelve designated offices to be filled by nominees of members in the primary teaching sector shall be clearly marked **PRIMARY TEACHING SECTOR BALLOT**.

Nominations for the two designated offices to be filled by nominees of members in the support staff sector (primary) shall be clearly marked **SUPPORT STAFF SECTOR (PRIMARY) BALLOT**.

Nominations for the one designated office to be filled by a nominee of members in the support staff sector (secondary/area) shall be clearly marked **SUPPORT STAFF SECTOR (SECONDARY/AREA) BALLOT**.

**Nominations must be received for all National Officers no later than ten weeks before the first day of Annual Meeting.**

**THIS DATE IS FRIDAY 10 JULY 2009**

Please note that the Fifth Schedule allows for both branches and individuals to nominate national officers.

Please use the enclosed curriculum vitae form and attach it to the completed nomination form.

Nomination for the office of Immediate Past-President shall be received at the Annual Meeting from representatives of branches.

#### **4. Photographs – National Executive Nominees**

Candidates for office in 2010 who didn't stand for election in 2008 should submit a photograph along with their CV. Such photographs should be in colour, and be a 'head and shoulder' shot, in passport size (45mm height x 35mm width). Photos maybe sent electronically to [melissa.cooper@nzei.org.nz](mailto:melissa.cooper@nzei.org.nz).



It is intended that the photographs supplied as part of the CV are also used in a display intended for the foyer of the Town Hall. This continues the process begun in 2008.

#### **5. Written Questions on the National Executive Reports and the Te Reo Areare Report to Te Kahui Whetu**

The process for submitting written questions on the above reports will be outlined in full following publication of the reports.

The close off date for such questions will be Friday, 11<sup>th</sup> of September 2009 at 5pm.

## Fifth Schedule – Nomination for National Executive

### Nomination of National Officer

To the National Secretary, NZEI (Inc)

We nominate \_\_\_\_\_ for the position of:

**NATIONAL PRESIDENT**

**NATIONAL VICE-PRESIDENT**

**NATIONAL EXECUTIVE**

of the NZEI (Inc) for the year following Annual Meeting 2008

Signed: \_\_\_\_\_ Proposer

\_\_\_\_\_ Seconder

I consent to the above nomination \_\_\_\_\_ Nominee

Date: \_\_\_\_\_

Where a nomination is endorsed by resolution of a branch the nomination should be signed by the Branch President as proposer and Branch Secretary as seconder and the branch name entered below:

Name of Branch/Aronui Tomua/Komiti Pasefika: \_\_\_\_\_

A nomination must be received by the National Secretary no later than **10** weeks before the first day of Annual Meeting

Please clearly mark which ballot this nomination is for ( ✓ )

**EARLY CHILDHOOD SECTOR**

**PRIMARY TEACHING SECTOR**

**SUPPORT STAFF SECTOR (PRIMARY)**

**SUPPORT STAFF SECTOR (SECONDARY/AREA)**

**CURRICULUM VITAE FOR NATIONAL EXECUTIVE NOMINEES**  
**(Maximum 500 words overall)**

**Name:**

**Position:**

**Qualifications:**

**Background:**

**NZEI Involvement:**

**Other/General:**

**Photographs**

- Please supply a photograph along with this CV. Photographs should be in colour, and be a 'head and shoulder' shot, in passport size (45mm height x 35mm width). Photos may be sent electronically to [melissa.cooper@nzei.org.nz](mailto:melissa.cooper@nzei.org.nz).

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## Overview of Key Annual Meeting Activities March / April / May 2009

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|                            |   |      |                          |
|----------------------------|---|------|--------------------------|
| <b>March 2009</b>          | Branch News 2009/01<br><i>Nominations for Grades of Membership awards</i>   | Recd | <input type="checkbox"/> |
| <b>April 2009</b>          | Annual Meeting 2009 – Initial Advice<br>Branch News 2009/07<br><i>Advance notice of date for receipt of resolutions</i>   | Recd | <input type="checkbox"/> |
| <b>May 2009</b>            | Letter from President<br>Branch News 2009/08<br><i>Venue – Wellington Town Hall</i><br><i>Travel &amp; Accommodation procedures for 2009</i><br><i>Branch Officials fax sheet</i> | Recd | <input type="checkbox"/> |
| <b>May 2009</b>            | Branch News 2009/10<br><i>Annual Meeting 2008 Minutes</i>   | Recd | <input type="checkbox"/> |
| <b>May 2009</b>            | Branch News 2009/11<br><i>1. Representation Entitlement</i><br><i>2. Resolutions to Annual Meeting</i><br><i>3. Nominations for National Officers</i>                             | Recd | <input type="checkbox"/> |
| <b>As soon as possible</b> | Branch to fax to National Office<br>Chair/Secretary/Treasurer details<br>Email address for Annual Meeting information   | Sent | <input type="checkbox"/> |
| <b>As soon as possible</b> | Branch/DC to advise National Office of elected<br>rep(s) to Annual Meeting  | Sent | <input type="checkbox"/> |
| <b>As soon as possible</b> | Confirmation by National Office of rep(s) and<br>distribution of registration form(s), details of<br>accommodation/travel & Annual Meeting<br>arrangements                        | Recd | <input type="checkbox"/> |
| <b>As soon as possible</b> | Registration forms completed by secretaries and<br>travel/accommodation organised.<br>Copy of registration forms to NZEI Te Riu Roa<br>National Office                            | Sent | <input type="checkbox"/> |

### Enquiries

Darrell Ward, Assistant Secretary AMS, NZEI Te Riu Roa National Office, Tel (04) 382 2733