



**DOCUMENTS REGARDING THE
ANNUAL GENERAL MEETING
MONDAY 20 MAY 2019 7:30PM
AT GOTOWEBINAR**

NOTICE OF ANNUAL GENERAL MEETING:

The AGM will be held on Monday 20 May 2019 starting at 7:30pm using GoToWebinar.

Only sheds that are financial members of MENZSHED NZ may attend.

GoToWebinar is an internet based video conference application. It will cater for up to 100 remote attendees. Here is a five minute [video clip](#) as an introduction.

Practice sessions will be held from mid April.

Sheds will be sent an invitation to attend with one representative (Chairman, or other delegated person) being the shed representative for the meeting. Other sheddies may attend as observers.

It will not be possible to have people speaking at one time, therefore AGM business will be kept brief, with reports from the Chairman and Treasurer, nomination advices and remits (if any) distributed ahead of the AGM.

ELECTIONS FOR EXECUTIVE:

NOTE: At this AGM the Secretary, Treasurer and Reg Reps 1, 3, 5 start two year terms

REGIONAL REPRESENTATIVES

Closing date for nominations Thursday 21 March.

Regions	Region #
Northland, Auckland	1
Waikato, Bay of Plenty, Gisborne, Hawkes Bay	2
Taranaki, Manawatu Wanganui, Wellington	3
Marlborough, Nelson, Tasman	6
Canterbury, West Coast	4
Otago, Southland	5

OTHER OFFICERS

Closing date for nominations Saturday 20 April.

Positions: Secretary Treasurer Support Services

REMITTS:

Closing date Saturday 20 April.

NOMINATION FORMS AND REMITS MUST BE RECEIVED BY THE CLOSING DATES:

**Preferably scan and email to secretary@menzshed.nz.
They may also be posted to**

**Roger Bowman
17 Lakehouse Cres
RICHMOND 7020**

FOLLOWING DOCUMENTS:

- A draft Agenda
- Elections outline
- Nomination form for Regional Representative (two sides)
- Nomination for Officers (two sides)
- Remit form
- Proxy Vote form

The nomination, remit and proxy vote forms are also attached as a pdf file.



**AGENDA
ANNUAL GENERAL MEETING
MONDAY 20 MAY 2019 AT 7:30PM
AT GOTOWEBINAR**

OPENING AND WELCOME: ()

APOLOGIES:

Sheds:

People:

MINUTES OF 2018 AGM: (Roger)

MATTERS ARISING FROM MINUTES:

Feedback regarding procedure introduced for shed applications.

CHAIRMAN'S REPORT: ()

FINANCIAL REPORT: (Peter)

ELECTIONS:

- Results of Regional Representatives elections (Roger)
- Elections for:
Chairman Treasurer Secretary Support Services
Call for mover and seconder to accept the nominations.
Discussion.
Vote.

GENERAL BUSINESS/REMITTS:

- Remit -
- Location of Registered Office (Rule 2.1)
- MENZSHED NZ Membership fee (Rule 7.2)
- Appointment of Reviewer (Rule 12.1)
- The place of 2020 will be at Dunedin during the Conference.

CLOSE:



**Elections for National Executive
of MENZSHED New Zealand Inc.**

Rule 8 of our Constitution sets out the composition of the management committee and the election procedures. This document contains information about the 2019 elections.

- **Sheds must be a financial member of MENZSHED NZ to be eligible to nominate and vote.**
- **Nominees must also be a member of a Men's Shed.**

The Executive positions are:

A Chairman, Treasurer, Support Services & Secretary	
And six Regional Representatives	Region #
Northland, Auckland	1
Waikato, Bay of Plenty, Gisborne, Bay of Plenty	2
Taranaki, Manawatu Wanganui, Wellington	3
Marlborough, Nelson, Tasman	6
Canterbury, West Coast	4
Otago, Southland	5

Nominations for Regional Representatives must **be received by the Secretary** no later than **Thursday 21 March**.

If necessary, a ballot will be held between **21 March - 10 April**.

The result will be declared by the Secretary by **20 April**.

Nominations for positions of Treasurer, Secretary and Support Services **must be received by the Secretary** no later than Saturday **20 April**. If necessary, a ballot will be held at the AGM, otherwise a motion will be tabled to accept sole nominations.

Nomination forms must be sent to the Secretary to arrive by the close dates noted above. Preferably scan and email to secretary@menzshed.nz. They may also be posted to

**Roger Bowman
17 Lakehouse Cres
RICHMOND 7020**



**NOMINATION FORM:
REGIONAL REPRESENTATIVE**

<i>Region Number:</i>	
<i>Nominee's Name:</i>	
<i>Nominee's Acceptance:</i> <i>(and confirmation that the</i> <i>"Disqualifying Factors" overleaf do</i> <i>not preclude me from serving.)</i>	
Nominated by:	
<i>Shed:</i>	
<i>Shed Address:</i>	
<i>Print name and Sign:</i>	<i>Date:</i>
<i>Shed Role:</i>	
Seconded by:	
<i>Shed:</i>	
<i>Shed Address:</i>	
<i>Print name and Sign:</i>	<i>Date:</i>
<i>Shed Role:</i>	

See overleaf for further information about eligibility criteria.

Nominations must be received by the Secretary no later than Thursday 21 March.

Please scan and email to:

secretary@menzshed.nz

or post to:

Roger Bowman
17 Lakehouse Cres
RICHMOND 7020

Disqualifying Factors

(Section 16.2 of the Charities Act 2005)

To qualify as an officer under the Charities Act an officer must not be:

- an undischarged bankrupt
- under the age of 16 years
- convicted of a crime involving dishonesty (section 2(1) of the Crimes Act 1961) and sentenced within the last 7 years
- prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Securities Act 1978, the Securities Markets Act 1988, or the Takeovers Act 1993
- disqualified by the Charities Registration Board under section 31(4) of the Charities Act 2005
- subject to a property order made under the Protection of Personal and Property Rights Act 1988, or have their property managed by a trustee corporation under section 32 of that Act (this relates to people who are not fully able to manage their affairs).

Who can be a Nominee, Nominator and Seconder?

The Nominee, Nominator and Seconder must be members of a men's shed that is a member of MENZSHED NZ and all must be within the same Region.

The Nominator and Seconder must be from separate sheds and must have the authority of the shed to sign.

The Nominee may be from the Nominator or Seconders shed, or another shed that is a member of MENZSHED NZ.

Regions	Region #
Northland, Auckland	1
Waikato, Bay of Plenty, Gisborne	2
Taranaki, Manawatu Wanganui, Wellington	3
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**NOMINATION FORM:
OFFICERS**

<i>Position of: (circle the Role)</i>	Chairman	Support Services
	Secretary	Treasurer
<i>Nominee's Name:</i>		
<i>Nominee's Acceptance: (and confirmation that the "Disqualifying Factors" overleaf do not preclude me from serving.)</i>		
Nominated by:		
<i>Shed:</i>		
<i>Shed Address:</i>		
<i>Print name and Sign:</i>	<i>Date:</i>	
<i>Shed Role:</i>		
Seconded by:		
<i>Shed:</i>		
<i>Shed Address:</i>		
<i>Print name and Sign:</i>	<i>Date:</i>	
<i>Shed Role:</i>		

A shed must be a financial member of MENZSHED NZ to be eligible to nominate/vote. Nominees must be a member of a Men's Shed.

Nominations must be received by the Secretary no later than Saturday 20 April.

Please scan and email to:

secretary@menzshed.nz

or post to:

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- disqualified by the Charities Registration Board under section 31(4) of the Charities Act 2005
- subject to a property order made under the Protection of Personal and Property Rights Act 1988, or have their property managed by a trustee corporation under section 32 of that Act (this relates to people who are not fully able to manage their affairs).

Who can be a Nominee, Nominator and Seconder?

The Nominee, Nominator and Seconder must be members of a men's shed that is a member of MENZSHED NZ.

The Nominator and Seconder must be from separate sheds and must have the authority of the shed to sign.

The Nominee may be from the Nominator or Seconders shed, or other shed (that is a member of MENZSHED NZ).



**REMIT FOR
ANNUAL GENERAL MEETING 2019**

Remit Deadline:

Please send to the Secretary by **Wednesday 20 April** to enable distribution to members for discussion prior to the Annual General Meeting.

Notes:

- Sheds must be a financial members of MENZSHED NZ to be eligible to raise or second a remit.
- Separate sheds must propose and second a remit.
- The people who have proposed and seconded the remit must have the authority of the shed to do so.

Remit Title:	
Proposed by:	Seconded by:
Shed:	Shed:
Explanation & statement of case:	

Process:

Remits must be received by the Secretary no later than Saturday 20 April.

Please scan and email to:

secretary@menzshed.nz

or post to:

Roger Bowman
17 Lakehouse Cres
RICHMOND 7020

Remits will be distributed to all member sheds for discussion, after which sheds must submit feedback to the Secretary by Monday 6 May.

Summarised feedback will be distributed to sheds, in preparation for a vote at the AGM.



**PROXY VOTE FORM
FOR ANNUAL GENERAL MEETING
MONDAY 20 MAY AT 7:30PM**

I (your name) _____

and authorised by (shed name)

appoint:

(name of your proxy) _____ of (shed name) _____	or	the Chairman
<i>Indicate your choice of Proxy by deleting what does not apply</i>		

as my proxy to vote on behalf of the shed at the AGM of MENZSHED NZ and at any adjournment of that meeting.

The proxy vote is to be used in the following ways:

Items of Business	In favour	Against	at my Proxy's discretion
Accept nomination for Support Services			
Accept nomination for Treasurer			
Accept nomination for Secretary			
Remit regarding			
Remit regarding			
✓ <i>one box for each item of business</i>			

Signed on (date) _____

Signature _____

Process:

Proxy Vote forms must be received by the Secretary no later than Monday 13 May.

Please scan and email to:

secretary@menzshed.nz

or post to:

Roger Bowman
17 Lakehouse Cres
RICHMOND 7020

SECRETARY'S INFO - RULES & DATES

Rule #	Topic	Detail
8.2.2.a	Regional nominations close	60 days prior
8.2.2.b	Regional elections if required	60-40 days prior
8.2.2.c	Regional election results declared	30 days prior
8.2.3.a	Officers & Support nominations close	30 days prior
8.2.3.b	Officers & Support nominations and bios to sheds	30-14 days prior
9.5	Remits due	30 days prior
9.5	Remits distributed to sheds	30-14 days prior
No rule	Proxy vote forms received	7 days prior

Date Calculator [here](#)