



**DOCUMENTS REGARDING THE
MENZSHED NZ AGM
SUNDAY 19 APRIL 2020 9:15AM
at Tolcarne Boarding Residence,
12 Tolcarne Avenue, Dunedin**

NOTICE OF ANNUAL GENERAL MEETING:

The AGM will be held on Sunday 19 April 2020 at 9:15am.

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

A shed must be a current financial member of MENZSHED NZ as at 31 March 2020 to be eligible to exercise a voting privilege at the AGM. That voting privilege may be exercised by only one representative from that member shed.

ELECTIONS FOR EXECUTIVE:

NOTE: At this AGM the Chairman and Support Services Rep and Regional Reps 2, 4 and 6 start two year terms. A nomination for Region 1 may also be required if the role is still vacant.

REGIONAL REPRESENTATIVES

Closing date for nominations Wednesday 19 February.

Regions	Region #
Northland, Auckland	1
Waikato, Bay of Plenty, Gisborne,	2
Marlborough, Nelson, Tasman	6
Canterbury, West Coast	4

OTHER OFFICERS

Closing date for nominations Friday 20 March.

Positions: Chairman Support Services

REMITTS:

Closing date Wednesday 19 February.

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
SUNDAY 19 APRIL 2020 9:15AM
at Tolcarne Boarding Residence,
12 Tolcarne Avenue, Dunedin

OPENING AND WELCOME: ()

APOLOGIES: Sheds: People:

MINUTES OF 2019 AGM: (Roger Bowman)

MATTERS ARISING FROM MINUTES:

CHAIRMAN'S REPORT: (Trevor Scott)

FINANCIAL REPORT: (Peter Blackler)

ELECTIONS:

- Results of Regional Representatives elections (Roger)

Region	Nominee's Shed	Nominating and Seconding Sheds
Northland, Auckland		
Waikato, Bay of Plenty, Gisborne		
Marlborough, Nelson, Tasman		
Canterbury, West Coast		

- Elections for: Chairman Support Services

Region	Nominee & Shed	Nominating Seconding Sheds
Chairman		
Chairman		
Support Services		
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 2021 AGM will be held using GoToWebinar.

CLOSE:

Rule 8 of our Constitution sets out the composition of the management committee and the election procedures. This document contains information about the 2020 elections.

- **A Shed must be a financial member of MENZSHED NZ as at 31 March 2020 to be eligible to nominate and vote.**
- **A nominee, proposer, and seconder must all be current financial members of a Member Shed, BUT the proposer and the seconder cannot be members of the same Member Shed.**

The Executive positions are:

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

Nominations for Regional Representatives Regions 1, 2, 4 and 6 must **be received by the Secretary** no later than **19 February**.

If necessary, a ballot will be held between **19 February to 10 March**.

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

Nominations for positions of Chairman and Support Services **must be received by the Secretary** no later than **Friday 20 March**. 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>I certify that (Nominee's Name) is a current financial member of (Name of Nominee's Member Shed). 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 19 February.

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 Second?

The Nominee, Nominator and Second 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 Second 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.

Note:

The MENZSHED NZ Constitution Rule 8.1.2 states...

... the term of office for each person elected to the National Executive shall be a period of two years.

- (a) the elections for the positions of Secretary, Treasurer, and Regional Representatives for odd numbered regions shall be held on each odd numbered year.
- (b) the elections for the positions of Chairman, Support Services, and Regional Representatives for even numbered regions shall be held on each even numbered year.

For 2020, elections are required for Regions 2, 4 and 6. (An election may be required for Region 1 if the role is still vacant.)

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



**NOMINATION FORM:
OFFICERS**

<i>Position of:</i> (circle the Role)		Chairman	Support Services
<i>Nominee's Name:</i>			
<i>Nominee's Acceptance:</i> (and confirmation that the "Disqualifying Factors" overleaf do not preclude me from serving.)			
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 20 March.

Please scan and email to:

secretary@menzshed.nz

or post to:

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RICHMOND 7020

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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).

Note:

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"... the term of office for each person elected to the National Executive shall be a period of two years.

- (a) the elections for the positions of Secretary, Treasurer, and Regional Representatives for odd numbered regions shall be held on each odd numbered year.
- (b) the elections for the positions of Chairman, Support Services, and Regional Representatives for even numbered regions shall be held on each even numbered year."

For 2020, elections are required for the Chairman and the Support Services roles.



PROXY VOTE FORM
FOR ANNUAL GENERAL MEETING

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 Chairman			
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 13 April.

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](#)

Timetable [here](#)