

DairyNZ 

vote 

Candidate Handbook 2024

DairyNZ Board of Directors & Directors' Remuneration
Committee Elections

Nominations close 12 noon, Friday, 9 August 2024

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Introduction

This guide outlines information which may be of interest to you, as a candidate, for the 2024 DairyNZ Incorporated (DairyNZ) elections.

It intends to assist prospective candidates with general information on the elections, but is a guide only, and further information can be sought elsewhere.

Candidates or others who require more detailed information can contact the returning officer, Anthony Morton (electionz.com), phone 0800 666 935.

The elections are being conducted by postal and internet voting, with nominations closing at 12 noon, Friday, 9 August 2024.

For further information, call the free phone election helpline on **0800 666 935**.

Election details

This year, an election will take place for two farmer-elected directors on the DairyNZ Board – with Jacqueline Rowarth retiring by rotation, and Jim van der Poel standing down.

Additionally, a vacancy exists on the Directors' Remuneration Committee.

Nominations are sought to fill these vacancies. If more than the required number of candidates are nominated to fill these vacancies, elections will be carried out:

- across all members of DairyNZ (levy paying dairy farmers i.e. "levy payers")
- by postal and internet voting
- using the single transferable voting (STV) method
- voting will be weighted by final 2023/24 season milksolids.

Candidate names will be listed in pseudo random order on the voting papers. The order will be determined by the returning officer drawing the candidates' names by lot.

The levy payers' register is a listing of name, address and milksolid production values of all New Zealand dairy farmers who supplied milksolids to a dairy processor for the season ending 31 May 2024. The register will include known new season 2024/25 suppliers who will be allocated an assessed weighting, based on average milksolids supplied in the 2023/24 season.

There are approximately 11,000 levy payers on the 2024 register.

After voting has closed, each supplier's vote will be multiplied by the number of milksolids produced by that supplier.

Key 2024 election dates

Nominations open	Monday, 22 July
Nominations close	12 noon, Friday, 9 August
Voter packs sent to farmers. Voting opens	Thursday, 19 September
Voting closes	12 noon, Thursday, 17 October
Final result publicly announced At AGM:	Tuesday, 22 October



Nominations

Candidate eligibility

Director election

A candidate for the DairyNZ director election must be:

- (a) a levy payer i.e. someone who pays a levy to DairyNZ
- (b) not disqualified under the Companies Act 1993 from being a director of a company established under that Act
- (c) not currently declared bankrupt
- (d) qualified, in the opinion of the levy payers nominating him or her, by virtue of his or her knowledge of or experience in the dairy sector, science or research skills, or governance experience or qualifications.

Directors' Remuneration Committee election

A candidate for the Directors' Remuneration Committee election must be:

- (a) a levy payer i.e. someone who pays a levy to DairyNZ
- (b) not a current DairyNZ board or DairyNZ board subsidiary member
- (c) not a candidate for the DairyNZ director election
- (d) not an employee of DairyNZ
- (e) qualified, in the opinion of the levy payers nominating him or her, by virtue of his or her knowledge, skill or experience.

General criteria

If the supplier is a company, partnership, trust or other corporate structure, membership will apply to the nominated representative of that entity.

It is not possible to nominate more than one candidate from a single party number. However, for farmers who operate separate party numbers for separate properties, each party's levy payer will be counted as a separate levy payer for the purposes of nominating a candidate.

Nomination forms

Each nomination must be made on an official nomination form, available from the returning officer.

Phone: 0800 666 935

Email: nominations@electionz.com

Web: electionz.com/dairynz2024

Announcement of Results

The DairyNZ Board (per the Rules of DairyNZ) hold the right to communicate how the results of the election will be shared. For the 2024 director election process, the successful candidates will be announced at the Annual General Meeting. Individual candidates' results will not be publicly shared. Each candidate will be notified of the outcome at least 24 hours prior to the AGM.

Completion of nomination forms

Nominations can be completed online or in hard copy format. See below for a summary of the online nomination process.

The following requirements apply to all nominations:

- Each candidate must include their consent on the nomination form and be nominated by one other levy payer, and be seconded by one other levy payer, both of whom are current suppliers of milksolids.
- The candidate must complete and sign Section A of the nomination form. The nominator and seconder must complete and sign Section B.
- If a candidate is unable to sign the nomination form (e.g. absent overseas), a letter of consent signed by the candidate is acceptable to attach to the nomination form.
- If a candidate is commonly known in the community by a slightly different name (e.g. Edward Smith is commonly known as Ted Smith) and has been known by this name for at least the last six months (to the satisfaction of the returning officer), the commonly known name may appear on the nomination form.
- A candidate must include with their nomination form the name of any entity which provides industry good activities and which DairyNZ promotes or funds, of which the candidate is a director, officer or trustee, and the candidate's status in relation to that entity.
- Each candidate, nominator and seconder must declare their dairy processing company name and party number on the nomination form. If you supply a dairy company that does not assign you a unique party number, please provide your telephone number.
- Candidates for both the Board of Directors and Directors' Remuneration Committee positions must submit a signed interest statement with their nomination (refer to page 9 for further details).
- Each candidate has the opportunity to provide a candidate profile statement (300 word limit) and photo with their nomination form. If elections are required, these profiles will be published by the returning officer in the notice of meeting booklet or sheet distributed with the voting papers. Further details regarding profile statements and photos are provided on Page 10.
- A file of candidate contact details (names, phone numbers and email addresses) will be made available from the DairyNZ website asap after the close of nominations. The nomination forms will include a confirmation tickbox for candidates to note if they do not want their contact details to be included in that file.
- Candidates are not permitted to use honours, official designations, ranks etc as part of their name on the voting paper.

For example:

- (a) an honour bestowed on a person by the government such as a knighthood. For example, "Sir" or "Dame" which occur before a person's first name and "OBE" which is placed after a person's surname
- (b) an official designation or appointment in the government such as a registrar-general, the auditor-general or a registrar
- (c) the holding of a rank in the New Zealand Defence Force, the New Zealand Police, the New Zealand Fire Service or the judiciary. For example, colonel, sergeant, private, rating, detective inspector, constable, commander, justice, judge or master
- (d) the use of official titles such as doctor or professor. The use of degrees or qualifications (BBS, BSc, B Ag Sci, Dip Tech etc.) are also not permitted on the voting paper after a candidate's name, however all of the above may be included in the 300 word candidate profile statement.



- Nomination forms can be completed online or be scanned and emailed to the returning officer at **nominations@electionz.com**
- Or delivered to:
The Returning Officer,
DairyNZ
3/3 Pukaki Road
Yaldhurst
Christchurch 8042

Completion of online nominations

For those wanting to use the online process, use the following link to access the nomination form required at **dairynz.co.nz/agm**

The candidate will initially be required to complete a candidate section. They can also attach their candidate profile, photo and interest statement. On submission of the candidate section the candidate will receive an email confirming receipt of that part of the documentation and a further two separate emails that they will need to forward to their nominator and seconder to complete their parts of the nomination process.

Lodging nomination forms

- **Nominations close 12 noon, Friday, 9 August 2024**
- Nomination forms must be received in the hands of the returning officer, at the offices of electionz.com, 3/3 Pukaki Rd, Yaldhurst, Christchurch, no later than the above time and date.
- Once lodged, nomination forms are checked to ensure the candidate is eligible (the name appears on the levy payers' register) and the nominator and seconder are milksolids suppliers whose names also appear on the levy payers' register.

Please do not leave lodging your nomination to the last minute.

- Should the nomination be received after the close of nominations, the nomination is invalid.
- If a nomination form is lodged late on the day nominations close, and is incorrectly completed or an ineligible nominator is provided, there may be insufficient time to correct the situation and the nomination could be invalidated.
- Confirmation of the accepted nomination will be emailed to each candidate as soon as the nomination is verified. If you have not received confirmation of the lodgement of your nomination within the next working day of submitting it, contact the election helpline on **0800 666 935** to check it's been received.

Process after nominations have closed

If more than the required number of nominations are received, a ballot of candidate names will be held to determine the order of names on the voting papers.

After the close of nominations, the returning officer will email each candidate a list of the confirmed candidates and provide additional information about the conduct of the election (if required) and any additional requirements that will take place once voting opens.

Once nominations have closed, a list of all candidates will be posted on the DairyNZ website and announced by media release.

Directors' requirements

This short summary has been prepared to assist potential candidates to understand the responsibilities and expectations of board members.

In summary

DairyNZ levy payers share the responsibility of providing industry good activities for the dairy industry:

"Industry good activity means an activity which is expected to provide net benefits to a dairy industry group or groups, as defined by the board, and which would not be sufficiently provided by the market because:

- (a) the benefits flowing to those prepared to pay voluntarily are not sufficient to cover the costs of the activity
- (b) it is not practical to prevent others who do not contribute to the cost of the activity, from benefiting."

Further details about responsibilities of board members are set out in the 'Rules of DairyNZ Incorporated' document, available at dairynz.co.nz/rules. All prospective candidates should make themselves familiar with this document prior to submitting their nomination.

Becoming a board member

The levy payers of DairyNZ (milk solids suppliers who pay a levy to DairyNZ) elect up to five board members, and the board appoints up to three independent board members. Board members may be elected or appointed from anywhere in New Zealand.

Chairperson

The board will decide on the chairperson annually.

Competencies

The board is expected to demonstrate the following competencies:

- integrity – upholds high moral and ethical standards
- commitment and reliability, ensuring they prepare well and represent DairyNZ within the wider sector
- best practice governance and accountability skills
- strategic leadership
- good business understanding
- sound judgement and decision-making
- teamwork and leadership
- clear communication with levy payers
- listens to understand different perspectives
- awareness of community interests and dairy sector issues.



Ideally, individual board members will have a number of the following skills and attributes:

- governance experience, ideally in previous director positions or associate director positions
- the ability to be information-oriented
- involvement in setting strategy and being accountable for results
- broad dairy sector knowledge and familiarity with farm issues and trends in New Zealand and internationally
- sound networks and contacts in the dairy sector
- strong commercial skills
- a clear understanding of the role and functions of industry good activities
- an ability to clearly communicate orally and in writing
- the capability for a wide perspective on issues – looking objectively at the needs of the dairy sector as a whole
- an ability to distinguish corporate governance from management
- a knowledge of the responsibilities and obligations of a board member
- advocacy experience at a sector level

Rotation of directors

Under the current DairyNZ retirement policy, directors serve a three-year term before retiring by rotation.

After this term they can stand for re-election. Casual vacancies can be filled by board appointment or by election. Directors appointed or elected to fill vacancies hold office until the next election cycle occurs.

Current board director tenure

A summary of current Board members, their tenure, and their next election.

Director name	First appointed	End of current term
Farmer-elected directors		
Jim van der Poel	October 2014	Stepping down October 2024
Jacqueline Rowarth	October 2018	Retiring by rotation October 2024
Tracy Brown	October 2019	October 2025
Chris Lewis	October 2022	October 2025
Cameron Henderson	October 2023	October 2026
Independent directors		
Mary-Anne Macleod	October 2020	October 2026
Mark Todd	October 2022	October 2025
David Hunt	July 2024	Seeking ratification October 2024

Directors' duties

Directors, when exercising powers or performing duties, must act in good faith and in the manner which he or she believes will best attain the objectives of the board.

Directors will be required to disclose their interests in any company and to declare their interest in any transaction which DairyNZ is or may be involved.

A director cannot be appointed to the DairyNZ board if they are bankrupt or disqualified from acting as a director for any private or publicly listed company, pursuant to section 151 of the Companies Act 1993.

Director commitments and responsibilities

DairyNZ typically has eight to ten board meetings annually, which can range in length from a half day to two full days, excluding preparation and travel. These meetings occur at various locations nationwide. One week before each meeting, the agenda and supporting papers are circulated to directors. Additional time is required to attend committee meetings.

DairyNZ Board directors are also often requested to make presentations or represent DairyNZ at field days, farmer events or conferences, attend regional SHED meetings with farmers, or represent DairyNZ on industry boards or stakeholder groups, such as M. Bovis or Dairy Environment Leaders.

These commitments are additional to board meetings, but are often inclusive of the role, meaning annual commitment as a director is between 25 and 40 days per annum.

When do new elected directors come into office?

The successful candidates elected as directors for the DairyNZ Board take office from the date the election result is declared. As the election result is scheduled to be publicly announced at the AGM, elected directors will take office at the time of that announcement.

Directors' remuneration and benefits

The Directors' Remuneration Committee recommend payments and other benefits to the directors each year, to be approved by levy payers at the Annual General Meeting (AGM), normally held in October. For the 2023/24 year, directors' payment is \$49,000 per annum. The chair's payment is \$98,000 per annum.

There are two pool funds which are shared for additional board duties, the director pool fund is currently \$25,000. The second pool fund is for the Chairs of the sub board committees, Audit and Risk Committee and the People and Culture Committee.

Directors' expenses

Each director is entitled to be paid for all reasonable travel, accommodation and other expenses incurred by the director in connection with the director's attendance at meetings or otherwise in connection with DairyNZ's business.

Details about DairyNZ and the responsibilities of Board members are available from Robyn Marsh, company secretary, phone (07) 858 3750 or email robyn.marsh@dairynz.co.nz

Current DairyNZ Board members' contact details are in Inside Dairy, which is available at dairynz.co.nz/inside-dairy

Directors' Remuneration Committee requirements

This short summary has been prepared to assist potential candidates to understand the responsibilities and expectations of Directors' Remuneration Committee (DRC) members.

In summary

The purpose of the DRC is to annually review and recommend changes to directors' remuneration to ensure it is at an appropriate level, and effectively managed to attract and retain directors and to motivate them to encourage enhanced performance by DairyNZ in working towards achieving the industry objectives.

Remuneration for directors is set by levy payers by a vote at each AGM. The DRC is to provide a report to levy payers 30 days prior to each AGM, as part of the voting process, on the level of remuneration the DRC recommends should be paid for each director and the chairperson for that financial year.

DairyNZ has two standing committees (Audit and Risk, and the People & Culture Committee) to which directors may be appointed by the Board. The DRC proposes the remuneration of the Chairs of each subcommittee.

The DRC is also required to make recommendations regarding the standing committee fees and the daily fee for an associate director, which will also be voted on by levy payers of DairyNZ Incorporated.

DairyNZ may also seek recommendations regarding director remuneration of DairyNZ subsidiary companies.

Becoming a DRC member

The DRC is comprised of three people who are not directly associated with the business of DairyNZ, but are nominated and elected by levy payers of DairyNZ Incorporated. They must annually consider and recommend remuneration for directors of DairyNZ Incorporated.

A member of the DRC must be a levy payer but shall not be a director or permanent employee of a DairyNZ Group entity.

DRC members' duties

Members, when exercising powers or performing duties, must act in good faith and in the manner which he or she believes will best attain the objectives of the DRC.

Members will be required to disclose their interests in any company and to declare their interest in any transaction which DairyNZ is or may be involved.

Meetings

The DRC meets 1-2 times a year, either in person or virtually. The DRC are also required to report to the DairyNZ Annual General Meeting (AGM) in October each year.

Chairperson

The DRC will decide on the chairperson.

When do new elected directors come into office?

In accordance with the rules of DairyNZ, successful candidates elected as directors for DRC take office from the date the election result is declared. As the election result is scheduled to be publicly announced at the AGM, elected directors will take office at the time of that announcement.

Rotation of DRC

DRC members are nominated and appointed at DairyNZ's AGM for a minimum term of three years. At the end of the three-year term a committee member may stand for re-election. A committee member can serve a maximum of three terms (nine years).

DRC Members' remuneration and benefits

Currently the fee for a DRC member is \$875 per day, when attending meetings.

DRC Members' expenses

Each DRC member is entitled to be paid for all reasonable travel, accommodation and other expenses incurred by the member in connection with the member's attendance at meetings.

Details about DairyNZ and the responsibilities of Board members are available from Robyn Marsh, company secretary, phone (07) 858 3750 or email robyn.marsh@dairynz.co.nz

Current Directors' Remuneration Committee Chair, Shirley Trumper, can be contacted to discuss the requirements of the role on 021 277 1040, or email shirleytrumper@gmail.com

Campaign opportunities

In addition to the candidate statement, detailed in the section below, which is provided to DairyNZ via electionz.com, there are additional campaign opportunities and requirements, if an election is carried out. These include, but are not limited to:

- Provide DairyNZ with a 60 second long (max.) self-recorded video clip, which includes a brief introduction and key reason for standing. This will be uploaded to the DairyNZ website and may be used on social media through 'meet the candidate' posts.
- Involvement and engagement in a DairyNZ hosted online event to 'get to know' your candidates, which will be independently hosted. The format of the event would be designed once the number of candidates is known.
- Candidate profiles and contact details available on the DairyNZ website, once nominees are announced until voting closes.
- An online bio will be written for the successful farmer elected directors, for the DairyNZ website.



Candidate profiles and interest statements

Candidate profiles should be provided by each candidate with the nomination form. These are then collated by the returning officer and forwarded to voters in a Notice of Meeting booklet with the voting papers, if an election is required.

Candidate profiles should be provided electronically by email to nominations@electionz.com, in a Microsoft Word document that has been spell checked.

Preferably, photos should also be provided electronically to the returning officer (scanned as a JPEG at 300 dpi and attached to an email). Hard copy photos will be accepted. The photos may be formatted by the returning officer to ensure standardisation between candidates.

N.B. photos will not be returned to candidates.

Candidate profile statements

- **Must not exceed 300 words.**
- Must relate back to competencies.
- Must only include information concerning the candidate, and the candidate's intentions, if elected to the Board of Directors or Directors' Remuneration Committee.
- Should comply with any prescribed requirements (i.e. be generated from a Microsoft Word document, be spell checked, meet the word count and be delivered electronically to the returning officer [as an email attachment]).
- Sign permission for your name, cell phone number to be shared and published on the DairyNZ website when voting opens until closing.

If the returning officer is not satisfied that a candidate profile statement complies with the rules, the returning officer will, as soon as practicable, return the statement to the candidate and specify his/her concerns. The candidate will then have three days to re-submit an amended candidate profile statement to the returning officer.

The returning officer is not required to verify or investigate any information included in a candidate profile statement. The returning officer will take **no responsibility for the accuracy of the content**, however may suggest corrections to spelling or grammar if appropriate.

A disclaimer concerning the accuracy of the information contained in the statements will be published in the Notice of Meeting booklet/sheet.

Format of profiles

The returning officer reserves the right to format any candidate's profile in order to ensure that no greater prominence is given to one candidate over another.

If there is no candidate profile or photo from a candidate, then the following text will be printed in the profile booklet/sheet.

"No profile statement or photo provided."

Guidelines for interest statements

When lodging a nomination with the returning officer, candidates for election to both the Board of Directors and the Directors' Remuneration Committee are also required to provide a statement of their current and any likely future conflicts of interest.

The requirements for disclosure of interests are set out in Schedule 4, Part D, of the Rules of DairyNZ Incorporated (available at dairynz.co.nz/rules). All candidates must familiarise themselves with the requirements of these rules prior to submitting their nomination form.

If a candidate does not provide a statement of material conflict of interest at the time of nomination, they may be disqualified from standing for the Board of Directors or the Directors' Remuneration Committee.

The board will include, with the ballot paper, a statement containing:

- (a) the name of any candidate who is a director, officer or trustee of any entity which provides industry good activities and which the society promotes or funds
- (b) the name of the entity a candidate is a director, officer or trustee for
- (c) the status of the candidate in relation to that entity.

Candidate interests: after election

If a candidate to the Board of Directors or any committee of DairyNZ is elected (or appointed) they are required to disclose any interests in transactions of the board or committee and, in some circumstances, not take part in the deliberations of the board or committee in relation to the conflict of interest. The disclosure of this conflict must be recorded in the minutes of the board or committee and entered in a separate interests register, as soon as the conflict of interest arises.

Why these legal requirements exist

The legal provisions and requirements referred to above were established to protect the interests of DairyNZ and to protect the interests of individuals standing as candidates for election or serving as board or committee members.

They were also established to ensure that when levy payers are electing directors or committee members, they are fully aware, prior to voting, of any conflicts of interest the candidates may have.

Together with the candidate profile statements, the director interest statements will be made available to all electors with their voting documents.

Suggested format of interest statements

Example 1

Interest statement

To the best of my knowledge and belief, I have no conflict of interest with DairyNZ at the date of my notice of consent to being nominated as a candidate for the Board of Directors/Directors' Remuneration Committee and I do not believe that any such conflicts of interest are likely to arise.

Signed _____

Full name of candidate _____ Date _____

Example 2

Interest statement

To the best of my knowledge and belief, I have no conflict of interest with DairyNZ at the date of my notice of consent to being nominated as a candidate for the Board of Directors/Directors' Remuneration Committee other than that:

(a) I am a senior employee of the ABC Company, an industry good provider which is funded in large part by DairyNZ;

(b) my partner is a senior employee of the ABC Company, an industry good provider which is funded in large part by DairyNZ.

I do not believe that any conflicts of interest are likely to arise other than the continuation of the conflicts of interest stated above.

Signed _____

Full name of candidate _____ Date _____

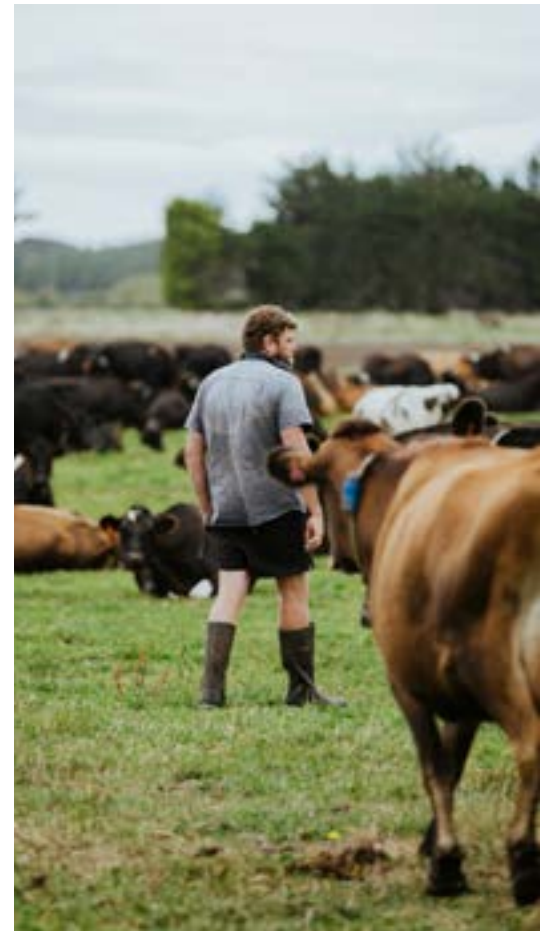
About the election process

Campaigning guidelines

- Election campaigning can commence when nominations have opened, or when a candidate declares their intention to stand, but must cease on closure of voting, being 12 noon Thursday, 17 October.
- No election material may contain 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 contain such direction or indication likely to influence the voter.

Candidates:

- must act in good faith and in the best interests of DairyNZ
- must be respectful of other candidates and not make any statement relating to other candidates that is defamatory or that undermines the integrity of the election process
- must focus on issues affecting DairyNZ and the expertise and attributes that they will bring to a position on the board or committee
- must not use any DairyNZ property or resources for campaigning purposes, including logos, brands, photos, images or other intellectual property of DairyNZ
- may use letters, fliers, emails, radio, television, internet, social media and print media (dairy and farming magazines and newspapers) for campaigning purposes.



Levy payers' register

The levy payers' register (farmers' register) for DairyNZ is the register as at 31 May 2024.

The register will include all milksolids suppliers and their milksolids production to date for the 2023/24 season, plus any known new season suppliers pre-shared by a milk processor. The milksolids production figures for each supplier will be used to weight that supplier's vote. Participation rights are assigned based on a levy payer's prior season milk production (season ended 31 May 2024).

If a property has changed ownership, the parties concerned can arrange transfer of that voting right by mutual agreement. If an original voter pack has been destroyed or lost, the former owner can notify the returning officer of the sale and request a replacement voter pack to be issued to the new owner. If you did not supply milksolids in the prior season (a new levy payer) and wish to vote, please contact the returning officer at electionz.com

The register will not be made available to the public for privacy issue reasons. The register will not be made available to candidates. The register will only be used by the returning officer for the purposes of this election in 2024 and will not be provided to any third party.

Election method – single transferable vote (STV)

STV is used because it has been shown to give the voter the widest choice possible between candidates and thereby increase the diversity of representation. It is an electoral system designed to try and ensure that the candidates elected accurately represent the opinions of the voters across the whole electorate.

It is based on the principle that the elector has a first choice of candidate, but if the preferred candidate has either more than the required number of votes to be elected, or so few as to have the least chance of being elected, then the elector's vote is transferred (in whole or part) to a second or subsequent choice.

Under STV, every voter has only one vote – but they can ask for it, or part of it (as the case may be), to be transferred from one candidate to another, if it would otherwise not help to elect their preferred choice. This is done by ranking the candidates 1, 2, 3 and so on, instead of just putting a tick or cross against one or more preferred candidates.

Scrutineers and election results

Scrutineers

Scrutineers cannot be appointed for these elections. The processing of the returned voting papers is being carried out on a progressive basis by electionz.com at its premises, 3/3 Pukaki Road, Yaldhurst, Christchurch.

Election results

The result will be delivered to the company secretary and announced by the Chair at the end of the AGM.

About electionz.com

electionz.com - the returning officer

DairyNZ has appointed electionz.com as the election's contractor for the 2024 elections. Anthony Morton has been appointed returning officer on behalf of electionz.com.

electionz.com is based in Christchurch, where most of the election administration will be carried out.

electionz.com provides public and private sector election services for local government, energy trusts, producer boards, industry good organisations, associations, non-profit organisations, universities etc throughout New Zealand.

electionz.com has provided returning officer services for DairyNZ and its preceding entities Dairy InSight and the Dexcel Trust since 2002. electionz.com also carries out returning officer services for many other agriculture-based organisations such as Fonterra Co-operative Group Ltd, Silver Fern Farms, Foundation for Arable Research and Beef + Lamb New Zealand Ltd.

Role of returning officer

The role of the returning officer (RO) is to conduct the elections in accordance with the presiding legislation, namely the rules of DairyNZ Incorporated, as well as in accordance with accepted good election management practices.

The RO has complete and final control over how the elections are carried out. The RO is contracted by DairyNZ and is responsible to the Chief Executive, but does not take direction from the Chief Executive or the existing Board of Directors.

The RO is responsible for all staff, systems, resources, policies, procedures and actions to ensure that the democratic process is carried out with utmost integrity, security and fairness for all parties.

Specific duties of the RO include:

- the compilation and certification of the levy payers' register
- the publication of any public notices relating to the election
- calling for and receiving nominations and candidate profile statements
- candidate management
- printing and distribution of voter packs
- issue and receipt of special votes
- processing and counting of votes
- declaration of results
- general administration of election issues.

The RO's decisions in respect to all matters pertaining to the elections is final.

Queries regarding the actions or performance of the RO should be directed to Robyn Marsh, company secretary, phone (07) 858 3750 or email robyn.marsh@dairynz.co.nz

Nominations close 12 noon, Friday, 9 August 2024

DairyNZ 