Instructions to PSA organising teams

# Timeframe

**1 April**: Workplace AMMs commence

**30 June**: Workplace AMMs conclude

# Overarching expectations

1. Annual members meetings (AMMs) are required by PSA Rules to take place this year, in the period 1 April to 30 June. Every member must be provided with reasonable opportunity to attend a workplace meeting.
2. Organisers must plan for meetings to occur. Any exceptions must be discussed with the assistant secretary for that sector.
3. Meetings must carry out certain functions, required by the PSA Rules. Keeping to the resources provided will ensure that those functions are met.
4. The two-yearly delegate elections take place this year. Note that the term for delegates elected in 2023 is two years, until 2025.

# Compulsory resources

All meetings must present the following:

1. Provide an election strategy (national) report.
2. Discuss enterprise business.
3. Elect delegates

The core resources are on the INTRANET, accessible on your home page under ‘Quick Links’, or by clicking <http://psainfo/organising/resources/amm-material/>.

Some of the above information is in the PowerPoint presentation that can be adapted further.

The Agenda template will give you some idea of topic timings.

Let members know that they can nominate their delegate for a delegate achievement reward – a high honour, and only a few awarded. Details at this link - <https://www.psa.org.nz/our-voice/delegate-achievement-awards/>

# Optional resources

There may be some additional resources designed to assist with the enterprise-specific content of the meetings. National and enterprise organisers will, in consultation with enterprise delegate committees, select the resources that will assist membership discussion, consistent with the enterprise plan.

Some meeting resources may be sent directly to you by the national or enterprise organiser (for example, if the AMM also contains a bargaining report).

Some sectors may also provide a Sector Report. You will need to add this to the meeting agenda.

If you are communicating with delegates, you can tell them to log into MyPSA then click on this link: <https://www.psa.org.nz/media/resources/delegate-amm-resources> or copy and paste into their browser.

# Rule 5 (Part 1: General: Gender Equity) encouraging more women delegates

Congress 2014 adopted Rule 5, amended in 2016, to ensure that the PSA’s governance structures have women members that reflect the proportion of women members that they represent

Rule 5 is: In accordance with principle of gender equity all governance bodies, and official delegations of the PSA will have women members consistent with the gender demographics of the membership they represent. For the purposes of this rule ‘governance bodies’ are defined as the national delegates’ congress, the annual general meeting, the executive board, sector committees and the committee of Te Rūnanga o Ngā Toa Āwhina.

In order to help meet the requirement to have this gender consistency in these governance bodies, we need to continue to encourage women to first make the step of standing for workplace delegate.

# Local organising teams and local organisers

1. Be aware of the need to assist the AMM process in your local region. Keep in touch with lead and enterprise organisers to assist with content development and, importantly, to assist with the development of organiser visit schedules which are efficient.
2. For each workplace, consider which you need to attend. Work with your local organising administrator on this.
3. You are not required to attend all workplace AMMs in your region. Attendance at an AMM is an organising decision. You should attend meetings where your presence will add value. It is expected that organisers will view the AMM process as a valuable opportunity to lift the PSA staff profile, visit sites, and maximise recruitment.
4. You should consider attending meetings in these circumstances:

* where attendance is determined by the national organisers group, such as where a collective agreement is being ratified
* an opportunity to visit a workplace you have not recently been to
* where no delegate exists
* where the existing delegate may need support.

1. Ensure that meeting forms and delegate nomination forms are collected and passed on to the PSA by the delegates. They should be sent to [delegate@psa.org.nz](mailto:delegate@psa.org.nz) or post to: PSA, Organising Administrator, PO Box 3817, Wellington 6140. In particular, **it is important that the delegate nomination forms are completed and returned**. This will help us to keep the delegate lists accurate. The paperwork can also be given to your organising administrator, for input into UNISON and the AMM reporting system.
2. If there are sites where meetings cannot be run by either you or a delegate, let your LOT organising administrator know. The local organising administrator will deliver information to members via a handout.

# Lead and enterprise organisers

1. Go to the INTRANET and read the resources.
2. For each enterprise for which you are the responsible organiser, you can select, email or print those resources you need individually or as a sector kit. Many are compulsory. Some are optional. For example, your sector may wish to provide a sector report. Add this to the meeting agenda.
3. Develop a brief enterprise report, noting highlights of the previous year, along with goals and challenges for the next 12 months.
4. Where delegates are running meetings, ensure that they are briefed in advance and provide them with the necessary resources.
5. Meet with your *enterprise delegates committee* (EDC) – this could be a physical meeting or a teleconference. Plan the meeting. Assess which resources are required, and work with your organising administrator on the distribution to delegates and local organisers.
6. Work with the members of the national organising group in setting meeting times. Look for ways to maximise efficiencies for organisers attending meetings.
7. In most cases, the meeting information will be composed of the compulsory resources from the INTRANET with enterprise-specific adjustments to the agenda, enterprise report, selected optional resources, and other enterprise material that you and the EDC add.
8. Be aware that meetings should be one hour long – the election is designed to communicate information and seek member activism quickly, so that the national reporting element is dealt with efficiently, leaving as much room as possible for enterprise-specific material.
9. Ensure that Te Roopu Tohutohu Manaaki is advised of meeting places and times as they come to hand, so that they can assist with phone and email enquiries.
10. Meeting report forms and delegate nomination/election forms should be sent to the delegate@psa.org.nz or post to: PSA, Organising Administrator, PO Box 3817, Wellington 6140.
11. Make sure that delegates who are being replaced are clearly identified, so organising administrators can remove them from the delegate list. There is a space on the delegate nomination form to assist this.
12. Note that delegate nomination forms must be fully and correctly completed, to allow the membership team to change UNISON details.
13. Please ensure that delegates running meetings use the delegate nomination forms to record election outcomes.
14. Ensure that the delegate election process allows sufficient time before the meetings for delegate nominees to emerge (refer to Part 1: General, number 9. Election Principles of the Rules, in the following appendix).

# Te Roopu Tohutohu Manaaki

1. Receive advice from organisers on meeting times and places, as they emerge.

# Organising administrators

1. Receive the paperwork associated with the meetings. Make sure this moves through to the membership team.
2. Enter delegate changes on UNISON if asked.
3. Collate any meeting report forms and any paperwork recording enterprise discussions, and provide to the relevant organiser.
4. With local organisers, determine and action those meetings which will be managed by a mail-out to members only.

# The election of the Enterprise Delegates Committee (also known as national delegates)

After the AMMs have concluded, and if the enterprise structure requires it, you will need to assist with the election of the enterprise delegates committee (national delegates).

To ensure that national delegates are correctly recorded as such in UNISON, you will need to ensure that their names are entered correctly.  Ideally, the national delegate should complete a national delegate nomination form. This will help to ensure that all details are correctly captured.

Māori enterprise delegates need to be elected by Māori members in that enterprise.

# For advice and support

The following people can assist:

* **Assistant secretaries** **and National Sector Leaders** – for any general questions, or help with these instructions
* **Communications team** – for help with communications material
* **Michael Gibbs** – for advice or help with the election strategy material
* **Organising administrators** – for help with meeting arrangements and meeting reports
* **CPS organisers** – if you are helping out in this sector and unfamiliar with how to best arrange meetings
* **Janice and Marcia (or Dolly and Kiri – Te Whanau Atawhai convenors)** – for help or advice with encouraging Māori Site Rūnanga delegates and Māori enterprise delegates.
* **Trish McKinnon or Jeff Osborne** – for delegate achievement awards

Appendix

Some relevant sections from the PSA Rules and Regulations, September 2018.

(For full information, read the Rules – on the INTRANET)

# Annual members meetings

## Annual members meetings (Rules - Part 4: Workplaces and Enterprises, number 28)

1. The PSA shall hold an annual meeting of members in every workplace (except where it is considered impracticable or inappropriate and the secretariat has granted an exemption) which all members of the PSA in that workplace are eligible to attend.
2. Annual members’ meetings shall be held each year within the 3 months from 31 March.
3. The functions of the annual members meeting are:
4. To elect delegates in accordance with rule 25(2) in the year following the National delegates congress;
5. To receive a report from the enterprise delegate committee, or other enterprise delegate leadership approved under rule 27(1), on activities during the previous year;
6. To provide guidance about the strategy of the PSA in that enterprise;
7. To provide advice about the wider strategy of the PSA;
8. To receive and share any relevant information;
9. To consider any motions proposed by members or the enterprise delegate committee;
10. Any other business relevant to the members in that enterprise or workplace.

# Delegate elections

## Delegates (Rules - Part 4: Workplaces and Enterprises, number 24)

1. A delegate is a full member of the PSA who is elected to represent members within a workplace or enterprise.
2. It is recognised that PSA members work in a wide variety of workplaces and enterprises and that there is no single model for the organisation of delegates that can be applied. Members in enterprises and workplaces may therefore organise their delegate structures in ways that reflect their needs taking into account such factors as the size of the enterprise, the geographical location of workplaces and the range of occupations of members.
3. Enterprise delegate committees may decide the number of delegates in an enterprise or workplace and make minor changes to delegate structures in order to facilitate effective representation, provided that is consistent with these rules and any relevant provisions of the regulations. However, any major reorganisation of delegate structures in an enterprise must be confirmed by a vote of all members in that enterprise either at meetings of members or by some other method as provided in the regulations, except that rūnanga delegate structures within an enterprise must be decided by Māori members in that enterprise. Any major change to delegate structures must be decided upon at least one month prior to 1 April in a year in which delegate elections are due.

## Terms applying to delegates (Rules - Part 4: Workplaces and Enterprises, number 25)

1. All delegates and enterprise delegate committee members shall be elected for a two year term, running from the point of election under rule 25(2), through until the next annual members’ meeting at which an election is scheduled.
2. Delegates shall be elected, under normal circumstances, at an annual members meeting recognising that the size and complexity of many enterprises may require that an enterprise delegate committee (and any intermediate delegate structures) might need to be elected at a later date and by some other process consistent with rule 9 and any terms contained in the regulations.
3. Notwithstanding (1) and (2), where a vacancy occurs in the course of a two year term a by-election may be held at a meeting of members or by some other method approved by the secretariat under 25(2). Under these circumstances the term of the successful candidate shall run until the next annual members’ meeting at which an election is scheduled.
4. Elections will take place in accordance with rule 9 except that:
5. where no nominations have been received by the closing date, nominations may be accepted from the floor at an annual members’ meeting or meeting called to fill a vacancy under rule 25(2);
6. Where an alternative method of election has been used as provided for in rule 25(2); the provisions of the regulations shall apply where it is inconsistent with rule 9.
7. All nominations for a delegate position must be proposed and seconded by full members of the PSA employed in that workplace or enterprise.

## Duties of delegates (Rules - Part 4: Workplaces and Enterprises, number 26)

1. The duties of delegates include:
2. Leadership within workplaces and enterprises, and implementing and promoting the purpose and objects of the PSA rules, and PSA policy within the workplace or enterprise;
3. Acting as a link between the sector committee and executive board of the PSA, and members in the workplace;
4. Forming committees of delegates within workplaces or enterprises in accordance with rule 27.
5. Carrying out representative functions within the workplace or the enterprise, including:
6. enrolling new members and maintaining PSA membership of those employed in the workplace or enterprise who are entitled to be members;
7. representing the collective and individual interests of members to the employer;
8. Such additional duties and responsibilities set out in the policies and plans of the PSA.

# Election principles

## Election principles (Rules - Part 1: General, number 9)

1. Union elections shall follow accepted democratic principles and the following principles shall guide all elections within the union:
2. in order to be considered a candidate in an election, a full member must submit a nomination supported by two full members and showing the candidate’s assent;
3. adequate time should be allowed between the calling of the elections and the closing date for nominations for all potential candidates to be notified;
4. adequate time should be allowed between the closing date for nominations and the elections for all potential electors to be made aware of the candidates;
5. the returning officer, or chairperson in charge of the election procedure shall not be a candidate in the election that she/he oversees;
6. where a position is contested, voting shall be by secret ballot and the candidate with a majority of votes cast shall be declared elected;
7. where a position is uncontested the person nominated shall be declared elected.
8. The executive board may provide guidance on the application of these principles through the regulations.

# Hinonga Māngai Māori (Formerly Māori enterprise delegate)

## Enterprise Representation (Rules - Part 7: Te Rūnanga o Nga Toa Awhina, number 35)

1. Every enterprise delegate committee is to provide a position for Hinonga Māngai Māori, where one is elected.
2. The role of Hinonga Māngai Māori is to represent the interests of Māori members within the enterprise and to provide a point of connection with the wider representative structures within Te Rūnanga O Ngā Toa Āwhina,
3. Hinonga Māngai Māori is to be elected by Māori members in that enterprise according to the process set out in the regulations and in accordance with the principles in rule 9.
4. The term of the Hinonga Māngai Māori shall be two (2) years and shall run concurrent with the term of the enterprise committee.
5. Where a vacancy occurs in the course of a two year term a by-election may be held according to the process set out in the regulations and in accordance with the principles in rule 9. Under these circumstances the term of the successful candidate shall run until the next election for the enterprise delegates.

## Further explanation from the Regulations section

## Hinonga Māngai Māori (Regulations - Part 5: Te Rūnanga o Nga Toa Awhina and Māori Representation, number 15)

15.1 Rule 35(3) provides for the Hinonga Māngai Māori to be elected by Māori members within an enterprise.

1. The election must be held in accordance with rule 9 and regulation 2.
2. All those within the enterprise who have identified themselves as Māori on the membership form shall be entitled to vote.
3. The rūnanga delegate structures within an enterprise should be part of the general delegate structures within that enterprise. Accordingly they should allow for rūnanga delegates (elected by Māori members) at all points of the structure, as appropriate. The rūnanga delegates in an enterprise will ultimately elect a Hinonga Māngai Māori.
4. Given the sometimes dispersed nature of Māori membership within some enterprises, consideration should be given to using some of the alternative methods for conducting elections set out in regulation 7.2.
5. Responsibility for ensuring there is a call for nominations for the position of Hinonga Māngai Māori rests with the enterprise delegate committee and the process should be conducted at the same time, wherever practicable.

# Vā Moana Delegate

## Delegate Committees (Rules - Part 4: Workplaces and Enterprises, number 27)

1. The enterprise delegate committee must provide for the following positions: a convenor elected by the members of the committee, Hinonga Māngai Māori where one has been elected under rule 35(1) and a Vā Moana delegate where one has been elected under Rule 27(5). Other positions may be allocated among the committee, using the framework set out in the regulations.
2. The Vā Moana delegate is to be elected by Pasefika members within the enterprise in accordance with the principles in Rule 9 and any applicable processes in the regulations, for a term of two (2) years.