

NATIONAL COMMITTEE



1. The Urban Design Forum (the "Forum") is constituted as a Special Interest Group of the New Zealand Planning Institute. The Charter between the Forum and the Planning Institute requires that a Committee be elected to govern the activities of the Forum.
2. The National Committee shall initially consist of three members to be elected from and by the members of the Forum in accordance with the process set out below. The Committee shall appoint one of its members as a Chairperson. The other roles shall include Secretary and Treasurer.
3. The members of the National Committee will participate in and support the work of informal, regional committees that may form from time-to-time (currently, the only active regional committee is in the Auckland Region).
4. The National Committee shall have the responsibility of managing the affairs of the Forum as set out in its Charter with the New Zealand Planning Institute, including but not limited to:
 - i. Establishing a budget and ensuring that expenditure is in accordance with that budget
 - ii. Guiding the activities of the Forum and informal regional committees, ensuring that there is an appropriate mix of activities that reflect the membership of the Forum and its guiding principles
 - iii. Promoting the Forum at regional and national-levels.
5. The National Committee shall have a term of 2 years, from the date of the election. An annual committee meeting shall be held at least once in each calendar year at a time and place fixed by the Committee to receive the Chairperson's Report, Annual Statement of Accounts and Balance Sheet for the preceding year and an Estimate of the Income & Expenditure for the ensuing year.
6. The National Committee may co opt members to assist it with its functions.
7. The work of the National Committee shall be on a voluntary basis and all expenses will be covered by the individual.
8. It is anticipated that as the Urban Design Forum grows in members and capability, it will be necessary to expand the National Committee and to move towards representation of regions and professional affiliates on the Committee.

Election of National Committee:

1. Only members of the Forum may be nominated as National Committee members. Call for nominations shall be issued at least 25 working days prior to the election date.
2. Nominations for membership of the National Committee shall be made in writing by a member, seconded by another member endorsed with the written consent of the nominee and delivered to the Interim Secretary within 10 working days of the call for nominations.
3. If the number of nominations received for membership of the National Committee is equal to or less than three then all the members nominated shall be elected to the National Committee.

4. In the event of there being fewer than three nominations, then the nominated persons may co-opt a member or members to ensure a three-member National Committee exists.
5. If the number of nominations received for membership of the National Committee is greater than the number of positions on the National Committee then a vote shall be taken to elect the National Committee.
6. If an election is required, then the National Committee (or in the interim Committee prior to the election of the first National Committee) shall appoint a returning officer, who shall not be a person who is personally interested in the outcome of the ballot, for the purposes of the conduct of the ballot.
7. The returning officer shall:
 - a. Organise ballot papers listing the nominations in alphabetical order and including a short bio of those nominated to be posted on the Forum's web site no later than 5 working days after nominations are received;
 - b. Ensure that members are alerted to the need for an election by E mail no less than 10 working days before the election date and requested to vote via the web site; and
 - c. Ensure that the results of the election are fair and are reported to the Secretary in a timely manner.
8. The accidental omission to notify individual members of the election, late receipt of votes or non-receipt of votes by any member shall not invalidate the election.