

# Executive Council Protocols

## Code of Conduct

- EC 1 Travel, Accommodation & Expenses
- EC 2 Dress etc.
- EC 3 Leave of Absence
- EC 4 Date & Venue of Meetings etc.
- EC 5 Agenda and Meeting Material
- EC 6 Conduct of Meeting
- EC 7 Minutes and Reports
- EC 8 Judges Panels
- EC 9 Conferences
- EC 10 New Zealand Kennel Gazette Limited
- EC 11 National Events
- EC 12 Dogs New Zealand "Life Membership"
- EC.13 Dogs New Zealand "Certificate of Appreciation"
- EC 14 Dealing with Enquiries
- EC 15 Councillors Exhibiting Dogs"

Email Voting Protocols  
Executive Council Only Area

# CODE OF CONDUCT FOR EXECUTIVE COUNCILLORS

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1. The position of Executive Councilor is a national one and therefore, all Councilors are expected to consider all matters which come before them from a national viewpoint unaffected by local issues. If there is a conflict of interest either on a sectional or a regional basis the well-being of Dogs New Zealand as a whole is paramount.
2. All members of the Council are expected to behave in public in a manner which reflects the trust and respect placed in them by the delegates.
3. The Executive Council is a policy making body. A decision of the Council, once made, becomes policy until rescinded and as such is binding upon all concerned even if it does not accord with the views of any individual Council member.
4. Attendance at Council meetings takes precedence over any other canine activity.
5. All business of the Executive Council and its sub-committees is to be treated as being strictly confidential and nothing that occurs at meetings or out of meetings is to be discussed outside the Executive Council except to the extent of:
  - (a) The authorised report of the meeting.
  - (b) As expressly authorised by the Chairman of the meeting at the meeting or by the President at any other time.

Subject to the above business is to include all communications.

I will regard any breach of this instruction as being discreditable conduct and will, if necessary, take the appropriate action available to me under the Rules.

6. Members of the Council should be circumspect in discussions with individual Societies or members and must at all times avoid giving "official rulings". Council policy and fellow Councilors must always be publically supported. Any complaints or suggestions which appear to be urgent should be referred to the Director Secretary and/or President by telephone.

PRESIDENT  
DOGS NEW ZEALAND

## **EC 1 Travel, Accommodation and Expenses**

### **Travel**

Air travel will be booked by the Dogs NZ office for councilors to attend Executive Council meetings and national events.

Executive Councilors travel costs are met by Dogs NZ for:

- Executive Council meetings
- National Dog Show
- NDOA and NZDAC (for the President and, in addition, Executive Councilors resident in the same island as the event/s and wishing to attend except in exceptional circumstances)

Councilors should provide air-points numbers to the Dogs NZ office for actioning.

### **Airport Parking**

Councilors can claim for actual expenses involved in airport parking

### **Ground Transport at venue**

Where at all possible a shuttle van will be organised by the Dogs NZ office. Air travel is normally organised so Councilors arrive at similar times. Members will receive a full schedule prior to the meeting and should assemble at the airport and travel as a group by shuttle van or other means of organised travel.

Taxi chits are available for travel by taxi and these should be used where possible. If arriving at the venue obtain a chit from the Director Secretary for payment, if possible, or, failing that, reimbursement will be made upon lodgment of a claim form.

### **Private Car**

For travel to meetings and authorised events the IRD rate will be reimbursed.

### **Accommodation**

Accommodation for all council meetings and other authorised travel (as outlined under travel above) is arranged by the Dogs NZ office. All meals, beverages, telephone calls home, and accommodation are payable by Dogs NZ. Mini bar purchases and telephone calls other than to home should be settled before check-out.

### **Meeting Fees**

A meeting fee of \$50 is payable per day for attendance at Executive Council meetings to be shown on the claim form.

### **Tolls**

Only business calls on behalf of Dogs NZ can be recouped. Copy of toll account must be submitted

### **Other**

All other reasonable out of pocket expenses can be claimed.

## **Reimbursement for expenses**

### **Method of claim**

All claims must be submitted on the Dogs NZ official claim form. Payment is by direct credit into your bank account. All claims relating to an Executive Council meeting must be lodged within 30 days of the meeting and no claims will be considered if lodged later than 30 April for the previous financial year.

### **Dogs NZ contact for bookings**

Nicola Wood

DDI: 04 910 1525

events@dogsnz.org.nz

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## **EC 2 Dress etc.**

### **Dress**

A reasonable standard of dress is required. Jackets are optional for men. Ties should be worn by men if a delegation is expected to be attending the council meeting.

### **Photograph**

A photograph is taken annually at the first meeting where all councilors are in attendance. Badges are worn.

### **Badge of Office**

All councilors are presented with a badge of office at ACOD when appointed. This should be worn:

- When representing the Executive Council or Dogs NZ in an official capacity
- When, by virtue of your office, you are a guest at any function or event
- At the Annual Conference of Delegates
- At the National Dog Show whilst in an official capacity
- At NDOA & NZDAC whilst in an official capacity

It is optional to wear it:

- At Council Meetings
- At any other Dogs NZ fixture or occasion
- Whilst judging

It must not be worn:

- Whilst exhibiting at a show.

### **EC 3 Leave of Absence**

Where possible leave of absence should be applied for at the meeting prior. Leave of absence is granted in the case of:

- Bereavement
- Illness
- Business commitment
- Judging appointment entered into prior to election or prior to the change or setting of the date of a meeting
- Travel disruption
- Any other reasonable cause

If unable to attend the Director Secretary should be advised by phone or e-mail as soon as possible.

Leave of absence is not granted for:

- a judging appointment entered into after the setting of the meeting date by the Council
- to exhibit at or attend a show

## **EC 4 Date and Venue of Meetings etc**

### **Dates of Meetings**

The dates of the meetings are set in advance and are published in the New Zealand Dog World and shown on the 5 year calendar. Dates are rarely changed once set. A change of date requires the consent of all councilors. The dates for the following year i.e. post ACOD are reviewed prior to and/or at the February Executive Council meeting.

### **Meeting venues**

Meetings are normally held in the Boardroom, Prosser Street, Porirua or at another agreed venue. Where possible one meeting will be held in Auckland each year and one in the South Island.

### **Length of meetings**

Weekend meetings commence at a previously notified time (on agenda) on the Saturday morning. They continue until approximately 6pm on the Saturday. On Sunday they normally commence at 8.30 am and conclude at 4.30pm. There are breaks for morning tea, lunch and afternoon tea.

### **Extraordinary Meeting**

The President can convene an extraordinary meeting at any time. Reasonable notice must be given.

## **EC 5 Agendas and Meeting Material**

### **Meeting Agenda**

The agenda follows a standard format. A typical agenda is:

- 1. Introduction**
- 2. Minutes**
- 3. Strategic**
- 4. Office Reports**
  - a. Dogs on Report**
- 5. Executive Council Sub-committee reports**
- 6. Committee Reports**
- 7. Club Matters**
- 8. Regulations**
- 9. Registry**
- 10. Complaints/Disputes**
- 11. Correspondence**
- 12. Other**

A draft agenda is circulated 10-15 days prior to the meeting (Friday).

Reports from sub-committees and others, where relevant, are called for from the office (on 3 occasions if required)

Close off dates for material to be submitted by clubs and/or individual members for Executive Council meetings are advertised in the Dog World

Papers are collated and couriered 10 days prior to the meeting (Wednesday)

If required Late Papers are sent electronically and hard copies provided at the meeting.



## **EC 6 Conduct of Meeting**

### **Chairperson and Meeting Procedures**

- The meeting is chaired by the President or in their absence by the Senior Vice President or Vice President
- There are no written standing orders except those set out in the rules
- The normal rules for the conduct of meetings are observed
- Movers and seconders of motions are recorded
- Voting is not recorded although votes in opposition can be recorded upon specific request.

### **Discussion**

Whilst formal rules of debate are not laid down the following procedures are followed

- All matters for discussion must be introduced
- A general discussion follows
- Only one member can speak at a time
- Speakers should not be interrupted
- All discussions are addressed through the Chair
- Any resolution must be by way of a formal motion
- All motions must be moved and seconded
- Further discussion on the motion is allowed
- The mover can claim a right of reply
- The final resolution is voted upon by a show of hands
- Secret ballots can be requested
- In the event of a tie the status quo remains
- The Chair has both a deliberative and a casting vote
- If a formal motion is not taken a resolution of agreement by consent can be reached
- A formal motion can be requested on any vote

### **Email Resolutions**

Email resolutions require a mover, seconder and the opportunity to vote by all councilors. A simple majority will apply. Councilors have 72 hours to respond. The Director Secretary shall report the results at the next meeting and they will be recorded in the minutes.

### **Sub-committees**

The Executive Council acts on a sub-committee basis.

Members of the Council are given areas of special interest.

How far the brief extends does vary but any decision made by a councilor outside of Executive Council is subject to ratification. Any decision will have to wait until the next meeting before it can be confirmed unless conducted by email vote.

### **Authority**

Authority to speak on behalf of the Executive Council is a delegated authority. If you do not have prior approval to commit the Council only a limited commitment can be given to the other party.

### **Reports**

All reports MUST be circulated through the Director/Secretary

You are expected to report to every meeting of the council on your portfolio. Depending on the nature of the portfolio the reports can be either verbal or in writing. Written reports, particularly on matters of complexity, should be sent in so they can be distributed approximately 10 days before the meeting so they can be circulated and Councilors have time to consider them. If they are left until the last moment it is probable that they will be deferred and not actioned.

### **Conflict of Interest**

Executive Councilors are expected to declare any conflict of interest in any topic on the agenda at the commencement of the meeting and these shall be recorded and decline from taking part in any discussion on those topics. Councilors can ask to have their abstinence recorded.

You should declare your status in any club matter affecting a club of which you are an Executive officer. If you are speaking on behalf of any club you should clearly state this.

In any disputes matter in which you have a special interest or which involves a member of your immediate household you will be expected to leave the room whilst the matter is discussed. If you wish to make submissions on that matter you should request to do so and after your speaking rights have expired you should leave the room.

If you have acted on a disputes tribunal or judicial subcommittee of a matter that is being considered by the Executive Council acting in a judicial capacity you will be expected to vacate your seat (but not leave the room). You should only contribute to the discussion if you are asked to speak as a member of the committee.

### **Open Meetings**

Meetings are Open Meetings unless declared otherwise (April & June meetings usually are closed). This means any member can attend and observe the meeting in progress

Any member of council may request that a matter be held in committee (i.e. without members present) at any time. Advance notice of this request for a specific item should be given if anticipated. The agenda will be taken out of order to accommodate these requests.

### **Open Forums**

Open forums may be held from time to time on request of members.

## **EC 7 Minutes and Reports**

### **Minutes**

Minutes are recorded in a narrative style but are not verbatim records. Only decisions and motions are recorded. Discussion may be noted.

Suggestions are not recorded unless accepted and agreed to. A member wishing to have a suggestion adopted must ensure that it is recorded as a motion or formally accepted by agreement.

Voting is not recorded. Members can request that votes in opposition be recorded. This is only done on request.

A draft of the minutes is circulated to EC members by email within 4 days after each meeting for proof reading and amendment where deemed necessary. This should be returned within seven days. A final copy is sent to all members after the following meeting when corrections may have been made.

### **Dog World Report**

The report in the Dog World is a modified version of the minutes. Omitted are:

- Unresolved problems
- Sensitive matters
- Names of NZKC fixture judges and appointments not normally publicly notified
- Commercially sensitive material
- Confidential matters
- Possible libellous or defamatory material
- Untimely matters
- Dispute matters with the exception of a short resume at the conclusion of the matter.

The material being omitted in the modified Dog World version will be highlighted in red in the initial draft sent to members.

## **EC8 Judges Panels**

The Judges Panels are almost completely covered by regulation.

The Director Secretary presents to Executive Council, a summary of the Examination results and list of persons qualified for promotion, supplied by the NZ Dog Judges Association, Dog Obedience Committee or NZ Agility Committee as appropriate.

In the absence of fraud or errors the Executive Council is required to approve those persons recommended for promotions. This has been clearly established in the Courts.

### **Discretion**

The sole remaining discretion of the Executive Council is in the case of an initial application for placing on a panel for the first time. The Executive Council has the power to refuse an application on the grounds that the applicant is unsuitable to be a judge without having to give any reason.

### **Interest**

During the discussion of the promotion of a Councilor or any relative of a Councilor or anyone where there is a conflict of interest, the Councilor concerned should leave the room.

## **EC9 Conferences**

### **Annual Conference of Delegates**

Members are required to ensure their own nominations and resumes for Executive Council or President are presented.

The NZKC office is obliged to strictly observe the rules and time limits and is not permitted to accept late applications.

Executive Councilors can attend as delegates. The expenses of attending are met by the NZKC. The club sending you can, if it wishes, meet your expenses. If attending as a delegate then an Executive Councilor has voting rights as a delegate.

Sitting Executive Councilors can attend conference in their own right but do not have a vote. They have speaking rights at the Conference.

### **NZDJA Conference**

The expenses of Executive Councilors are met to attend this conference. All Councilors can attend. If they are members of the New Zealand Dog Judges Association they have speaking rights.

## **EC 10 New Zealand Kennel Gazette Limited**

The New Zealand Kennel Gazette is a company owned by Dogs New Zealand that produces and publishes the "NZ Dog World" magazine. Its sole shareholder is Dogs New Zealand.

All sitting members of the Executive Council are appointed directors of the company unless they specifically decline to serve as one.

Upon becoming an Executive Council member a formal consent is signed and the appointment is formalised at the next meeting of the company.

Any actions taken by directors affecting the Gazette are actions of a director. If a councilor has declined to be a director they should not take part in any decision on the New Zealand Kennel Gazette.

The New Zealand Kennel Gazette has a formal Annual Meeting once a year, held during the first Executive Council meeting after ACOD.

As of September, 2017 The New Zealand Kennel Gazette will be a permanent agenda item at Executive Council meetings with reports to be filed by the Editor and Treasurer.

## **EC 11 National Events**

### **National Dog Show**

All Executive Council members have their travelling and accommodation expenses paid to attend the National Dog Show. In return they are expected to assist in the running of the show.

Executive Councilors and family members or exhibitors normally residing at the same address are not permitted to exhibit at the National Dog Show. Any dogs normally residing at the residential property of the Councilor, regardless of the ownership, may not be shown at the National Dog Show

Individual cases can be reviewed on an annual basis.

### **National Dog Obedience Assembly and NZ Dog Agility Championship**

The President has their travel, accommodation, registration and social costs met by Dogs New Zealand.

Executive Councilors resident in the same island as the venue of the National Dog Obedience Assembly and NZ Dog Agility Championship can attend if they wish and have their travel and accommodation expenses paid by Dogs New Zealand. If they wish to attend social functions they must advise the Director Secretary who will negotiate with the relevant committees regarding payment. The cost will not be borne by Councilors.

## EC 12 Life Members

The Executive Council have adopted the following criteria for the appointment of Life Members

- (i) It is a New Zealand Kennel Club award for services to the New Zealand Kennel Club not services to other bodies.
- (ii) In the normal course of events it will be awarded only for service that has had impact at the national level although exceptional circumstances of profound influence at a regional level, but not a strictly local level, may be considered.
- (iii) It is very sparingly awarded.
- (iv) Only two nominations can go forward to conference in any one year.
- (v) The recipient must be beyond reproach. The award in normal circumstances cannot be revoked.
- (vi) The criteria must be observed (Rule 4(b))

***"...such person has done outstanding work over a number of years for the New Zealand Kennel Club or the furtherance of its objects."***

- (vii) More than 50% of the Council present must vote in favour (by secret ballot) of any person recommended to conference to be a life member.
- (viii) In the event of more than two nominations receiving more than 50% support priority will be given to those with the highest number of votes. In the event of a tie and Council not being able to agree on who is recommended to go forward to conference the President and Vice Presidents will vote by secret ballot.
- (viii) Any individual member or member organisation may put forward a member to Executive Council for consideration. With respect to nominations involving Agility or Obedience personnel these will be referred to the respective committees for comment.

Life membership nominations are considered at the April meeting of the Executive Council. Nominations close on 31 March or no later than 14 days before the Executive Council papers are couriered.



## **EC13 New Zealand Kennel Club Certificate of Appreciation**

### **Certificate**

Certificates of Appreciation are annual awards issued by the Executive Council of the New Zealand Kennel Club.

The award consists of an appropriately worded framed Certificate. The wording may be personalized but retain the original dictation.

### **Award**

They are awarded annually by the Executive Council. Recipients of the awards are decided at the April meeting of the Executive Council. In addition, in exceptional circumstances, a special award can be made by the Executive Council at any time.

Awards should encompass all facets of New Zealand Kennel Club activities.

There is a limit of six awards to be granted in any one year.

They can be awarded posthumously.

Second and subsequent certificates may be awarded to members who have displayed sufficient merit since receiving their previous certificate.

Life members are not eligible for this award.

### **Nomination**

Recipients can be nominated by the Executive Council, the Agility or Obedience Committees, New Zealand Gundog Trials Association, any member Society or any member.

### **Announcement**

The awards are announced at a time appropriate to the recipient. In the case of an exceptional award this can be announced at any time

### **Presentation**

They are presented as appropriate to the recipient at any suitable function such as:

- The National Dog Show
- National Dog Obedience Assembly
- NZ Dog Agility Championships
- a major show or event
- any New Zealand Kennel Club Function
- any public or private function
- privately

### **Criteria**

*Awards are normally restricted to members or former members of the New Zealand Kennel Club but in exceptional circumstances awards to non-members will be considered.*

- Service to the New Zealand Kennel Club over a period of time worthy recognition
- Distinctive service as a Judge
- Long term or exceptional service to a member society or societies
- Distinctive service as an administrator
- Special contribution to any sectional activity of the New Zealand Kennel Club
- Exceptional service in the conduct of a New Zealand Kennel Club activity
- Special service to further the aims of the New Zealand Kennel Club
- Distinctive service on a New Zealand Kennel Club Committee or Sub-committee
- Any other contribution to the New Zealand Kennel Club worthy of special recognition

## EC14 Dealing with Enquiries

This can be difficult and requires discretion. Most of all remember that members will take your word as final and you will be quoted so make sure you get it correct.

There are several tips to help you:

- Never guess
- Always refer to the Rule or Regulation – look it up before you answer.
- Don't give definitive answers unless you know the answer 100%
- Always refer the member to the Director Secretary if you have any doubt at all
- If it requires an interpretation of a Rule or Regulation show the member the rule or regulation and leave it up to them
- Never give an opinion on a dispute unless you have heard both sides of the story.
- Don't get involved in disputes over dealings with dogs.
- You can assist in wording a formal dispute or pointing out appropriate rules but don't venture an opinion on the merits of the case.
- Don't take sides.
- If in doubt don't give a decision but refer it to the Dogs New Zealand office

## **EC 15 Councillors Exhibiting Dogs**

### **National Dog Show**

Executive Councillors and family members or exhibitors normally residing at the same address are not permitted to exhibit at the National Dog Show. Any dogs normally residing at the residential property of the Councillor, regardless of the ownership, may not be shown at the National Dog Show.

### **Exhibiting Under a Fellow Councillor**

Executive Councillors are not permitted to exhibit at any show where a fellow Councillor is judging. This includes all dogs in joint ownership. Dogs owned by family members that the Councillor is not a joint owner may be shown.

## **EMAIL VOTING PROTOCOLS**

At the December 2012 Executive Council meeting it was determined that decisions could be made by way of email voting. The following protocols must apply:

- Calls for an email decision may be made by the Director Secretary or an Executive Council member.
- All motions must be moved and seconded by an Executive Council member.
- The Director Secretary is to record all votes (with comments).
- Executive Councillors to have 72 hours to respond.
- The decision is determined by simple majority.
- The Director Secretary may act on the motion once a simple majority is attained.
- All results/comments to be set out in next Executive Council meeting papers.

### **New member applications (draft)**

- No requirement for mover and seconder (established at 2013 ACOD)
- Executive Councillors to have 48 hours to respond.
- No response will be taken that the Councillor/s has/have no issues with anyone of the list
- The Director Secretary will act as requested on any prospective member not approved

## **EXECUTIVE COUNCIL “ONLY AREA”**

**September 2016**

Area developed where files can be put for easy access.

Members can go to this site with the following link: <http://executive.dogsnz.nz>

You can log in using your email as follows:

Your password is the same one as used when one logs into the NZKC main website.

It is possible to create folders and upload files. When a file gets uploaded everyone on the Executive Council will get an email to say a file has been uploaded and what it was called.