

BREED SECTION REPRESENTATIVE

INTRODUCTION & INFORMATION

INTRODUCTION

Breed section representatives (breed reps) are a vital link between the Breed Standards Advisory Council (BSAC) and the members of the breed section.

1. ROLE OF THE BREED SECTION AND REPRESENTATIVE

The business of the breed section is described in General Rules and Policies (para 2.19) as follows:

Members of each breed section shall sponsor the breed and be responsible for assisting in the development of a comprehensive standard for the breed, and proposing amendments and revisions of the standard for the breed.

This means that breed section members may initiate changes to the standard and must also be consulted about any proposed changes that originate with the BSAC. The breed rep facilitates communication and consultation between the breed section and the BSAC, and ensures that changes initiated by breed section members have support from their breed section.

2. RESPONSIBILITIES OF THE BREED SECTION REPRESENTATIVE

Any member of the breed section may suggest changes to the standard of points for their breeds. Of course breed reps can initiate changes also. So can the BSAC. Either way, it is the breed rep who carries out the consultation with the breed section to establish whether the suggested changes have the support of the breed section. (Refer to *Carrying out a Standards Change Consultation*.)

Whether it is an individual breed section member suggesting change, or the BSAC, the correct procedure is to contact you, as breed rep, so that you can find out whether the breed section supports the change. When it is an individual breed section member, you can take their request to the BSAC (who will come back to you and request you to carry out a consultation, unless there's some reason why the change should not even be considered), or you can carry out the consultation first and then go to the BSAC with the request, and the consultation results. Either approach is acceptable but if the BSAC makes changes to the proposal there may be another consultation to check the breed section's opinion.

Sometimes a breed rep, or an individual member of the breed section, may wish to initiate discussion on some aspect of the standard – or some other issue that is important to the breed, prior to formulating any proposed change. It is the breed rep's responsibility to enable this discussion to take place. (Refer *Enabling Discussion within the Breed Section*.)

The breed rep is also responsible for ensuring that the brief profile and picture of their breed that is on the website is appropriate. It is recommended that the rep consult with the breed section (this need not

be a formal vote) regarding any changes to either and forward any changes to the BSAC.

3. DURATION OF TERM

Breed reps are elected for a two-year term, on a two-yearly election cycle (i.e., AGM 2021, AGM 2023, AGM 2025). They may also be appointed where nobody is elected or if it is required to fill a part-term vacancy. Breed reps appointed to part-term vacancies will serve until the next normal two-yearly election cycle.

CONTACTING THE BSAC

You can contact the BSAC by emailing either the BSAC Secretary, the BSAC Chair, or the BSAC Portfolio Manager. You can also contact us by post or by phone.

BSAC Secretary

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BSAC Chair

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BSAC Portfolio Manager

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06 364 6808

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CARRYING OUT A CONSULTATION

4. WHO ARE THE BREED SECTION MEMBERS?

In order to consult with the breed section you first need to get a full list of the current members of the breed section. Full, affiliate (clubs), family and life members can vote.

Note: The list of breeders on the website is **not** the same as the breed section membership. Some members may not be listed on the site.

Associate and junior members are not entitled to vote but they **are** entitled to participate in any discussions.

You can get a list of the current members of your breed section from the BSAC Secretary or from the NZCF Secretary. It's essential to do this before starting a consultation, even if you have a list from earlier in the year. New members join breed sections right throughout the year.

5. CAN BREED CLUBS VOTE?

Clubs (i.e., affiliate members of the NZCF) can vote in breed section consultations, but only if they are members of the breed section. All clubs have the right to join one breed section at no cost, and any other breed sections at \$5 per section as long as the breed is relevant under their constitution. A club or individual can join a breed section at any time during the year – so you can encourage clubs to join in

order to be able to participate in the consultation.

6. MORE THAN ONE BREED SECTION CONSULTED – CAN PEOPLE VOTE TWICE?

Yes, if they are members of both breed sections, they get two votes.

7. CONSULTATION

HOW WILL YOU COMMUNICATE WITH THEM?

Usually email is the easiest way to communicate with the majority of breed section members. However there are usually some members who are not on email. These members must be contacted by post. In some circumstances (a very simple consultation, for example), it may be acceptable to contact by phone or organize a meeting in person to vote on the issue.

Note:

When sending out consultations **you must always use the BCC setting for the email addresses** to preserve the privacy of individuals' details.

If you are unsure how to do this, please contact the BSAC Secretary or Chair.

WHAT WILL YOU SEND THEM?

If the change has come through the BSAC, they will normally supply a document for you to circulate which outlines the proposed change and explains the rationale for it. If it has come from a member and you want to circulate it before going to the BSAC you need to do the same thing – produce a document or email which explains what the change is and what the rationale for it is, and invites people to vote for or against it. When circulating a proposed change like this, you should refrain from expressing your own opinion (although you can and should vote).

DISCUSSION ABOUT CHANGES

Sometimes – especially for controversial or complex changes, it's desirable to have some discussion within the breed section before going to a formal vote. See *Enabling Discussion within the Breed Section* for some ideas on how to go about this.

TIMELINES

Usually you will be expected to initiate a consultation within two weeks of receiving a request to do so. Occasionally there may be reasons why this is not practical but this is the timeline you should try to adhere to.

Normally four weeks should be allowed for a consultation from when you send it out, to the deadline for votes to come in. This allows for breed section members being away or not receiving email for some reason (e.g., computer problems) and also gives time for section members to reflect on any proposed change when voting. However if your breed section is small, and all the votes come in before the deadline, you can close off the consultation early.

When you send out a consultation you need to clearly indicate the deadline for responses. (You may, at your own discretion, accept late responses, however, and if they are too late to be included in your report, you can forward the individual responses to the BSAC.)

Sometimes the voting on a consultation may be done through an external polling site (i.e., Survey Monkey) in which case the votes and comments will be forwarded to the breed rep for reporting.

You should report back to the BSAC no later than two weeks (at the most) after the deadline.

REPORTING BACK

Once all the responses are in, you need to compile a report.

What's in a report?

- The total number of breed section members.
- The number who voted.
- The number of votes for, against, and informal (unclear) / don't know.
- Any comments on the issue – if many comments were sent in just summarise them. If just a few, please quote all of them in their entirety.
- Any comments or recommendations you have as breed rep.
- It is **not** necessary to list each individual member of the section and how they voted or identify who made the comments.

Please send your report by email if at all possible as this makes it easy to circulate it to the BSAC members. It is fine to send it as a Word attachment.

Please keep all correspondence relating to any consultation for a period of at least 13 months. This will assist if there are any questions about the consultation process or results.

The report goes to the BSAC Secretary and **also** to the breed section, who need to know what the outcome was.

Any response from the BSAC must be forwarded to breed section members.

WHAT HAPPENS NEXT?

The BSAC will consider the results of the consultation. It is important to realize that although breed section views are taken very seriously, the results of the consultation are not binding on the BSAC. Generally, if a majority of the breed section voted and there was a clear majority in favour or against, the BSAC will give more weight to the results. If few people responded, or opinions were evenly divided, it is more likely that the BSAC will recommend no change or consider other factors in coming to their decision. The BSAC will also consider whether the change is consistent with standards overseas, especially in the country of origin, whether the change makes the standard inconsistent with other NZCF standards for the same colour or pattern, whether the change is genetically feasible (for example a change to a standard that made it impossible or very difficult to achieve a previously achievable standard might be turned down) and any other factors that are relevant. They will make a recommendation to the

Executive Council and if the recommendation is for a change to the standard, it is then up to the Executive Council to make a decision.

The outcome of the Executive Council decision will be communicated to you to pass on to the breed section. Changes to standards do not take effect until the following show season.

8. HELP!

If you have **any** questions about how to carry out a consultation, who is entitled to vote, what to do if you have low response rate, etc, you can email or phone the BSAC Secretary.

ENABLING DISCUSSION WITHIN THE BREED SECTION

For complex or controversial issues, or when conducting a full review of a standard, it is often desirable to encourage some discussion before going to a vote.

9. SETTING UP AN EMAIL DISCUSSION GROUP

This is often the most practical way of enabling the majority of the breed section to discuss an issue. You will need to get an up to date list of breed section members.

Then you can either go to somewhere like google groups to set up your forum. (The website for this is <http://groups.google.com> for google groups.) The site steps you through the process of setting up the group. It has the option of adding members directly (on the Members page right at the bottom). This will be much more effective than sending invites and waiting for people to get around to joining. People can always unsubscribe if they don't wish to be part of the group. If you have any difficulties, feel free to contact the BSAC Secretary for some help.

10. CAN I SAY WHAT I THINK?

The primary purpose of setting up any kind of discussion group is to encourage a free flow of discussion among the members. It is fine to express your own views (after all you are a breed section member too) but you will need to use your judgment about when and how to do this – you don't want people hesitating to express an opinion that is different from yours - and also ensure that breed section members understand that no matter what your opinion, you will report back the vote results and any comments fairly and honestly. Usually it's best to let the discussion proceed and only add your thoughts in towards the end.

While people may have strongly held views these should not be allowed to prevent others views from being expressed.

11. USING BREED CLUBS

For this to be a legitimate approach, the breed club does need to be a member of the breed section. If they are not listed as such, you can encourage them to join the relevant breed section. You can then pass the information about the proposed change to them and encourage them to promote discussion among their members. The disadvantage of this approach is that it will omit those members of the section who

are not in the club (or who don't attend meetings or read their newsletters) so it is best used in conjunction with other approaches. However it does offer the valuable opportunity of face to face discussion.

12. ORGANISING DISCUSSION AT SHOWS OR OTHER EVENTS

This may be most effective for small breed sections where all or most members can be persuaded to attend the event in order to participate in the discussion and again it allows face to face discussion.

You may well think of other ways to involve members of the breed section in discussion – there are no limits to the possibilities. However bear in mind that the best approaches are those that involve the greatest number of breed section members.

CONDUCTING A FULL REVIEW OF A STANDARD

When a standard has been in place for many years ... or there have been standards changes in the country of origin that have not occurred here ... or perhaps there is just a general feeling that the standard is not very satisfactory and may need more than just a little tweaking to improve it, a full review of the standard may be conducted.

13. WHO CAN INITIATE A FULL REVIEW OF A STANDARD?

The BSAC, or yourself as breed rep, or breed section member. But if the request has come from just one individual, it may be a good idea to either check with the BSAC, or first get some feedback from the breed section members about whether a full review is needed / appropriate.

14. WHAT'S INVOLVED?

A full review of a standard involves both discussion (see Enabling Discussion Within the breed section) and examination of and voting on each part of the type standard.

Generally it is easier to conduct such a review in sections rather than attempting to initiate and manage discussion on the entire standard at once.

15. THE PROCESS

Set up or update an email discussion group for all breed section members that have email access.

Write a letter to non-email members explaining that a full breed standard review is underway. Suggest that they link up with a member who has email to have input into the process. It will not be possible for them to vote on each section if they do not do this, but all non-email members should have the chance to vote on the completed standard if changes have been voted in.

Explain to the email group how the review will be carried out, i.e., that each section of the type standard will be discussed, changes in wording agreed, and then a vote taken on that part.

Explain what the criteria will be for a change to be passed. You may like to discuss this with the BSAC or on the breed rep list. For example, how many of the members need to vote on a change? What % in

favour should cause a change in the standard to be considered to be passed?

Post an email to the list that has the wording for the first part of the standard (the 'General' section, if there is one, otherwise the first heading (usually 'Head') and invite discussion. Allow 1-2 weeks for each discussion area.

Towards the end of the time allowed or as discussion peters out, if there appears to be a feeling that change is needed, post a suggested new wording for that section of the standard.

Invite votes –give a deadline for the poll to close, but allow at least three days, preferably a week, so that members who are away or don't have access to their computers for some reason don't miss out. The easiest way to do this is to set up a poll using yahoogroups polls feature, however this does not allow more than one member at the same email address to vote so if you use this feature you will need to have provision for those individuals to send a vote directly to you instead. Alternatively votes can be sent to you or the list, but this will involve more counting on your part!

If the response rate is low, post to the list reporting this and encourage members to vote.

Inform the group whether the change passed or not.

Repeat the whole process with the next section. If no-one feels change is needed, no vote need be held on that section.

At the end of the whole process, post the entire standard to the list so that members can see what it looks like. But do not hold another vote.

Send the entire standard (if changes have been voted in) to non-email members and allow them four weeks to vote for acceptance or otherwise.

Report the results back to the BSAC with any recommendations. You should report back to the BSAC no later than four weeks (at the most) after the deadline for non-email voting on the standard.

Report on a full review of a standard as follows:

- Give the full text of the proposed new standard if changes have been voted in.
- Explain how you carried out the review.
- Include the minimum criteria that were required to pass a change.
- Give the total number of members in the breed section, and how many participated in voting (if different numbers voted on different sections, give the approximate range eg 40%-50%).
- Include any relevant comments or reasons for specific changes, and the reason the review was felt to be necessary, if it was initiated by the breed section/yourself.
- Include any recommendations or comments from yourself as breed rep.