

Notice is hereby given of the 53rd Annual General Meeting of the New Zealand Cat Fancy Incorporated, to be held Saturday 20th April 2024, commencing at 10.00 am, at the Rydges Wellington Airport, 28 Stewart Duff Drive, Rongotai, Wellington.

## Item 1: Attendance & Apologies

Roll Call – in attendance.

Apologies.

Voting strength.

## Item 2: Election Result

In accordance with Constitutional Clause 21.10 a. Announcement of the Results of the Executive Council Election.

## Item 3: Confirmation of Minutes of the Previous Meeting & Matters Arising

### Confirmation of the 52nd AGM Minutes

“That the Minutes of the NZCF 2023 AGM be accepted as a true & correct record of the meeting.”

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### Matters Arising

Any matters arising.

## Item 4: Chairpersons Report [Ngairé Dixon]

I am honoured to present the Chair’s Report for the 2024 Annual General Meeting of the New Zealand Cat Fancy.

The NZCF has a proud history of promoting responsible cat ownership and welfare as well as the appreciation of feline companionship. Our members are at the heart of everything we do, and it is their dedication and passion that drives our organisation forward.

Over the past year, our organisation has continued to thrive and make significant strides.

### Financial Overview:

As our Treasurer has outlined, I am pleased to report that our financial position remains strong, thanks to the prudent financial management of our organisation. Under the leadership and guidance of Marion Petley we have been able to maintain financial stability and continue our important work.

### Membership growth:

I am delighted to announce that our membership numbers have remained stable, with slight growth. This is a testament to the hard work of our members in promoting the values and mission of the NZCF. I extend my thanks to all members for their commitment and passion for our organisation.

## Activities.

Throughout the year, the NZCF has fostered relationships with our strategic partners, I would like to highlight and thank Purina ProPlan and PetCover for their unwavering dedication and commitment to our cause.

The shows and exhibitions our member clubs have organised have been well received, and I commend all those clubs involved for their hard work and dedication.

## Future initiatives

Looking ahead, in a world that is constantly changing, it is essential for us, as a member organisation, to remain relevant and adaptive to both the needs of our members, and the wider community. We must strive to have bold and exciting plans for the future of the NZCF. We are the lead organisation that promotes and supports quality care of all cats in New Zealand and, as such, it is imperative that we actively evolve and innovate to ensure that we are meeting the expectations of our members. In order to remain impactful, sustainable, and relevant we must adapt by focusing on engaging with our members, embracing new technologies and adapting to changing societal trends. To achieve this, I have invited the EC to make bold decisions and recognise the importance of their roles and the impact that our collective efforts can have. In the same way, I invite all members to get involved and contribute their ideas and expertise to help us achieve our goals.

The success of our organisation is reliant on the dedicated efforts of a committed few, and I would personally like to thank the team, in particular the Secretary, Sharon Jose, the Treasurer, Marion Petley, and the Executive Council.

In closing, I would like to express my deepest gratitude to all members of the NZCF for their continued support and dedication. Together we can make a real difference in the lives of cats and ensure a bright future for our organisation.

### 4a: National Disputes Coordinator [Linda Flude]

There were no official complaints laid during 2023.

### 4b: Privacy Officer [Lyll Payne]

No report available at time of printing

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## Item 5: Portfolio Managers Reports

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The reports from the remaining members of the Executive Council.

### 5.1: BSAC [Lyll Payne]

No report available at time of printing

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### 5.2: Breeders & Registration Portfolio [Marie Prendergast]

For the second year running I have held the Breeders and Registrations portfolio.

I have to thank the amazing registrars for their hard work and diligence. It is not an easy task, and they do an amazing job. Also, our fabulous secretary, Sharon, without her we would be lost. Thank you, Sharon, for all your help throughout the year.

There have been some challenges with a few breeders that we have worked through successfully throughout the year.

A lot of work has been put by the registrars in trying to simplify the process and affordability of breeders importing cats where most of the cat's pedigree is already in our system, while we were unsuccessful in getting it through, I would still like to bring it back to the table once I have had further consultation with the registrars. The wording around registration rules 14.8 & 15.1 are also still being worked on to make them clearer for the registrars. These are still works in progress which we hope to have completed in the near future.

The new Prefix conditions have been in place for a year now and bedding in nicely, supporting new breeders with support from the people signing their application. It will be reviewed in the coming year and any recommendations that come out of that will be discussed by the EC.

Recently a change has been approved around the temple cats in ROCAP so that is being implemented and will be visible in registrations going forward.

Thank you to all the breeders out there for keeping on top of registering and transferring their kittens correctly. It is imperative to continue to do this to maintain the very important integrity of our ROCAP registration system.

Speaking of registration and transfer forms online. They have been worked hard on by the IT team in the last term, there are some challenges that are being worked through, and testing is being conducted. I would like to thank Christine and Peter and testers for all their hard work to resolve the issues at hand.

Marie Prendergast

Breeders & Registrations

#### [5.2a: Animal Welfare Liaison Officer \[Alex Ashkettle\]](#)

Nothing to report since taking role over

#### [5.2b: NZCF Representative – Companion Animals NZ \(CANZ\) Board \[Zena Pigden\]](#)

No report available at time of printing

#### [5.2c: NZCF Representative Trustee - Companion Animal Trust \[Zena Pigden\]](#)

No report available at time of printing



### **5.3: Business Administration [Sharon José]**

**Administration:** Monthly meetings have proven to be very efficient in keeping work flow moving through at a far better rate than previously, although it has increased the work load considerably and highlighted the need for meeting timelines for notifications, agenda etc. to be updated, especially in light of the fact that most day to day tasks are done electronically now, so it is hoped that these can be amending after the AGM.

Teams calling has been introduced which is working very well for myself and the Registrars from feedback received from them, which it is hoped will give more control on when we conduct NZCF business rather than members just expecting us to be available 24/7.

The Governance Documents Booklets & Standard of Point amendments were issued to clubs & judges electronically to begin with as the show season was bought forward to mid-January, which

did not allow time for printing & distribution to happen prior the start of the 2024 show season, however this proved to work efficiently.

**Membership:** Membership numbers at the end of 2023 totalled 525, up 3 from the same period last year. Numbers are currently down, which is normal for this time of year, but we still have late renewals coming in and the associates' numbers will increase as always, as the shows build momentum.

**Prefixes:** New applications have remained steady throughout the year as always.

**Breeder Accreditation:** These have also remained steady, although many are having to wait some time for their vets to have time to complete inspections.

**Acknowledgment:** Special thought go to the families of those members we lost last year and to those who are still dealing with the aftereffects of the numerous natural disasters and fires throughout the country. I would also like to thank those on the Executive Council, the Registrars & other Officials for all their hard work, I don't think the membership quite realise just how hard these people work!! Also, to all the Club Secretaries & committee members out there who strive to keep their clubs in a time where active members numbers are plummeting. Thank you to those who have made my job easier in any way and to those who have bought smiles to my day with friendly emails etc. You make the job worthwhile.

### 5.3a: Governance Documents Officer [Jane Webster]

#### Completed

Updates to enable the annual printing of governance documents and standards of points were completed on 21 JAN 2024 (target date of 15 JAN). The delay was due to changes to a standard being approved at the JAN 2024 EC meeting.

The printing itself was delayed due to the unavailability of the printer but all documents were made available on the NZCF website.

#### Outstanding

There are nine outstanding amendments, four of which are from previous years, and four of which are minor format corrections which will be included next time the relevant documents are issued.

#### Projects

Of the 52 standards:

- 20 have been updated to the new format,
- 9 are expected to be updated in 2024, and
- the remainder will be updated either as the standards are reissued or as time is available.
- The Judges Manual is being rewritten by sub-committees or equivalent.

#### Changes

The NZCF Secretary is now able to upload governance documents to the website rather than requesting this is done by the webmaster. This has streamlined the process and it is expected that the loading of the Standard of Points is in the pipeline.

Thanks to Alex Ashkettle for her work as governance documents officer for the past two years. Jane Webster returned to the role in 2024.

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#### 5.4: Information Technology (IT) Portfolio [Christine Yeung]

Following last year's AGM, I was invited to join Executive Council and I took on the role of IT Portfolio Manager. I have enjoyed working alongside the team - Peter Davidson, Mark Kirkwood and Ellie King. They say if you want a job done, give it to a busy person – I think each of us in the IT Portfolio have come to understand a whole new meaning of those words! I would like to sincerely thank each of you for your contributions this year which have resulted in achievements that I will outline shortly. I for one am very proud of what we have completed and what we have underway. Here's some of our notable achievements this year:

- **Implementation of the IT Portfolio To Do List** – a high level listing to provide visibility to the Executive Council and membership around our progress on prioritised work.
- **Adoption of GitHub**, which is like a shared online workspace for developers, where people can work together on projects. It helps collaboration by keeping track of changes, organising files, and making it easy to work on projects together. It also means if someone makes a mistake or wants to go back to an earlier version of the project, GitHub allows them to do so easily.
- **Moving of redundant website pages to the new Framework** is well under way, meaning we will soon be in a great place to start optimising performance and enhancing user experience.
- **Creation of a User Accession Testing (UAT) Group** from the NZCF Membership, to carry out testing of website content before it is released into the NZCF Website - for example, the eagerly awaited Registration forms where feedback was instrumental to give confidence in going live with the form in the near future.
- **Review of the NZCF Website** in its current form, with new design at front of mind to allow better engagement and user experience
- **Implementation of various self-service areas on the NZCF website** and ROCAP for the Secretary – notably the Membership Management page and the Downloads page with other areas such as Shows and Contacts in progress.
- **Implementation of a new phone system through Microsoft Teams** for Secretary and Registrars
- **Implementation is in progress for an IT ticketing system:** in line with our commitment to excellence in service delivery, we are in the process of implementing an IT ticketing system to efficiently capture, document and prioritise all IT related requests. This is through using existing functionality in SharePoint, at no extra cost to the NZCF.

We continue to have fortnightly IT Portfolio catch up meetings, which means we have an opportunity to regularly review our achievements, priorities, issues, blocks and plan our work for the following fortnight. This gives an opportunity for any urgent issues to be addressed in a timely manner.

Of note, I have assumed responsibility for many of the high-volume day to day tasks for the Webmaster (such uploading show schedules, results, and other minor website updates). This has resulted in a fast turnaround for updates and has allowed the Webmaster to focus on more critical

matters. Which is a wonderful segway into the next item of importance - we currently have two vacant positions, one of IT Advisor and the other of IT Support Officer.

Do keep an eye out for the adverts for these roles - if you feel you have what we need, please do put through an application – or give me a call to discuss further. We'd really like to be able to fill these two roles so that we can be more productive towards achieving NZCF's goals.

Looking to the future, this is some of the high priority work on our agenda over the next 12 months:

- Kitten Electronic Direct Mail (EDM) for new owners – in partnership with Purina
- Self-service Members Portal
- Make website more mobile device friendly
- Feedback form on website

Additionally, I am aware that some members may feel there has been insufficient progress towards a 'better system' for NZCF and its members. It is important to acknowledge that the Executive Council reviewed the possibility of changing to an alternative system that put updating of the current system on hold which delayed the progress that had previously been planned. The decision at that time was to stay with the current system (ROCAP). While now considered stable, ROCAP required modifications to meet future needs. I believe costs were the driver for this decision.

While we have made considerable progress into the required modifications, perhaps what wasn't fully considered was the time and monetary costs involved in making these modifications within what members perceive as a timely manner. It is important for members to know we are completing the work with the resources available to us at the present time. I would like to make it clear that I am willing to challenge previous decision making if there is an appetite for that to happen.

Thank you for your continued support and collaboration. I present this report for acceptance.



### **5.5: Judges Portfolio [Sheree Russell]**

First, I would like to acknowledge the passing of two wonderful ladies who were Judges for NZCF for many years: Elizabeth Mcgraw and Maree Roy. Their knowledge, passion, and dedication for NZCF will be sorely missed.

Margaret Harris has decided to hang up her teaser, to enjoy more time with her family and doing other hobbies. I would like to thank you Margaret for your ambassadorship and dedication that you showed for NZCF over the years.

In 2023 just about all of the shows went ahead as planned which meant most of our Judges managed to complete a few New Zealand assignments, with quite a few heading over the ditch to Aussie to do a few as well.

With five students expressing an interest in enrolling for a Judges School (two transfer students doing Longhair and three new students doing Shorthair) the EC approved at the October meeting to start a Judges School in 2024. Sue Ford was appointed as the Lead Tutor. I wish the students all the best in their studies.

The Judges Manual Sub Committee has been working hard on the update. Please see the following report from Roy.

### **Training Manual Draft Update – Roy Griffiths**

Handlers, Stewards have been completed including all resources.

The main body of the Judges section in the Training Manual is nearing completion. Presently working on International Judges training, and Transfer Judges.

As there is a judge's school in progress, I am working with the Course Administrator (Lead tutor) on developing a full set of resources that will enable future courses to have these available for reference or use. Three PowerPoint presentations have been completed.

Supervisors section is almost complete, just working on the Supervision form.

Also have started my own list and will work with Sue as she conducts the Judges Training School.

Working alone on this so progress is slow.

Training Manual Document	Progress	Resources
Handler's section	Training Manual ✓	Handlers Training School Programme ✓ NZCF rules (PowerPoint) ✓ Cat Behaviour ✓ The Complete Handler ✓ Handlers Exam ✓ Handlers Exam Answers ✓ Course evaluation form ✓
Stewards section	Training Manual ✓	Stewards Pre Course information ✓ NZCF Stewards Course Information ✓ Guidelines for the Steward Training ✓ Judges Sheets Standard Style ✓ Know your breed codes test ✓ Stewards Duties Checklist ✓ Course evaluation form ✓

Judges Section	Training Manual (developing)	Introduction to Judging Cats (PowerPoint) ✓ Judging Cats Techniques (PowerPoint) ✓ Basic Cat Genetic for Colour and Pattern (PowerPoint) – add Melanistic Bengal Record Booklet ✓ Hands On Session Guidelines ✓ Hands On Feedback Form ✓ Judges Contract ✓ Written Exam Template ✓ Course evaluation form ✓
Transfer Section	Training Manual (developing)	Course evaluation form ✓
International Judges	Training Manual (developing)	Course evaluation form ✓
Supervisors Section	Training Manual	Supervision Assessment Process ✓ Supervisors ✓ Supervision form – needs further work – in progress. Course evaluation form ✓

Tutors Section	Training Manual – <b>Developing:</b> -preparing of presentations -seminar organisation, co-ordination, and budgeting -Development of Assessment schedules -Preparation and marking of assessment schedules -Development of feedback forms -health and safety -Updating Standards	Health and Abnormalities Written Exam Template✓  Course evaluation form✓
Course Administrators Section	Training Manual <b>Developing:</b> -Coordination of Judges Schools. -Coordination of Refreshers. -Appeals adjudicating procedure. -understanding of relationship with portfolio manager. -understanding of relationship with tutor judges and educators. -developing and monitoring a moderation process for judges -understanding NZCF ratification of judging assignments. -health and safety  -conduct exit from training school interview with incomplete trainees.	Training School Plan - Template Budgeting - Template

Exhibitors, please remember clubs usually have trouble recruiting stewards, handlers, and scribes. So, I urge you all to PLEASE consider helping out at any of the shows. As with anything, the more people that offer to help out, the more work that can be shared around. Most clubs are happy to have more workers than they require as it reduces each person’s workload and enables everyone to have the chance to see their beautiful cats on the bench.

Judges a gentle reminder all contracts need to be signed off by the Judges Portfolio Manager. Whether it’s for a NZCF, Catz Inc or overseas shows. I do my best to approve and send straight back or at least acknowledge I have received the contract if I can’t sign it off straight away. If you don’t get a response from me with in a couple of days please ring, text or PM to check I have received it as there are a few Judges that my email system seems to have trouble receiving their emails.

I would like to thank you all for your support and encouragement, I look forward to hopefully catching up with everyone soon.



### 5.6: Publications & Marketing Portfolio [Janice Davey]

I would like to start by thanking Gaynor Saxon for all time she gives in doing Flash Cats, not only Flash Cats but any printing for the NZCF, ensuring these are all ready to be sent out before our show season starts. The Publications of any of the NZCF documents are done to a high standard, brochures, rules, standards, and any other publication when required.



Before I was appointed this portfolio at the 2023 AGM, Ngaire Dixon had done a lot of work with getting advertising, and articles. I would like to thank Ngaire for all the help she has given me over the last year.

I also want to thank Marion Petley for her help with the price review, for Flash Cats.

Jane Webster also is a hard worker behind the seen, with updating Governance Documents, and Historian for NZCF

NZCF has sign up with "My Rover" this is a service to help breeders, members, and pet owners. It is known as Bixxy Box, you order online health products, flea, worming and much more.

The first issue of Flash Cats has gone to the printer, Gaynor has done a great job. With some excellent article and the 2023 annual award winners.

The advertising rate for Flash Cats has just had a slight increase.

### **What we have planned for 2024**

What we are working on for this coming year is to put out a calendar, all the information for this project will be in the next issue of Flash Cats, so get busy taking photos of your cats and kittens.

Flash Cats will be available electronically, the IT Portfolio Manager has been busy getting this organised to put on the NZCF website. This will be a big saving in postage, we will be still doing hard copies. We will be asking members if they want hard copies or to receive

It electronically.

This is a magazine for you the members, I would like members to have input in Flash Cats so please send in articles to me or Gaynor.

- Photos from show's you have attended please send to Gaynor
- Articles about what got you started in breeding
- Articles from Clubs, a bit of history,
- Pet owners on why they love show
- Junior members I would love to hear from you.
- Judges what made you want to become a Judge,
- If you have a boarding Cattery place a add
- Breeder Directory is a good outlet for you the breeder
- Clubs hosting the National Show can place a add free, if done in Black/ White

Flash Cats is sent overseas so this is the best platform for Breeder to advertise your breed of cats, the rate for advertising is very reasonable.

I want to have 4 pages put a side for members, so please come forward.

### **Marketing**

Working on getting more clients for Flash Cats

Putting a Calander out every year

Placing flyers in the Flash Cats magazine at a cost for any clubs, business, schools.

Ideals from the membership will be welcome good or bad.



### 5.7: Shows Portfolio [Sheree Russell]

2023 show season was a fantastic one! Based on the shows I attended everyone seemed to be having fun and enjoyed sharing our love of cats. I would like to thank all of the wonderful clubs for the amazing job they do putting on our shows. I know it is a lot of work and some clubs have very small committees, but they still work tirelessly to make sure that their show goes off without a hitch. To all of you on the show committees, thank you.

It's becoming more and more apparent that some of our clubs are finding it difficult to run shows.

If we want our clubs and shows to continue it is imperative that MORE people offer to help the clubs! We all have busy lives, but sadly it is getting to the point that clubs don't have enough support to run shows. So, if you love attending shows, PLEASE consider being more involved with your club. Make contact with your local club, they may have a small job you can do that takes the pressure off someone else! I know we are all in a hurry to get home at the end of the day, after a show, however if every exhibitor lent a hand for just 5 mins once the show has closed and the cats have been removed from the show hall, this would be a huge help to clubs and it would certainly be appreciated. So, let's ALL help keep our passion alive.

I would like to thank the Dominion Cat Club for running a very successful National that was enjoyed by those present. At the end of the show, we presented the Annual Awards for 2022. In the past the presentation has happened at an Annual Awards dinner usually the night before the National show, but this was only normally attended by the Annual Awards winners, the National Show Judges and the Show Committee from the club holding the National Show. So, it was wonderful to see at the Dominion National fellow exhibitors and members of the public congratulating the Annual Awards winners as Ngairé the Chair of NZCF presented the trophies.

Good luck to all exhibitors I am hoping that you all have a successful 2024 show season.

### 5.7a: Health & Safety Officer [Christine Ryan]

NZCF Health and Safety Officer Christine Ryan has provided a breakdown of incidents from the 2023 Show Season. There was a total of 8 incidents reports received in 2023.

Cat bites/Scratches	5	Clubs need to review the layout of their shows and the placement of judge's tables to ensure that the judges and handles have free access when carrying the cats to judging tables. They may need to consider having more judges' tables in place around the show hall and crowd control barriers in place.
Trips/ falls	2	The Show Manager and H & S Officer before and during the show should check for trip hazards. These hazards should be removed, if possible, minimized by signage or sectioned off.
Asthma attack from Feliway	1	An email was received from the exhibitor that had the asthma attack - asking that NZCF band

being used in show Hall		<p>the use of Feliway and other sprays from their shows.</p> <p>The Show rules currently state 10.10 From the commencement of vetting until the show closes aerosol sprays shall not be used in the show venue.</p> <p>10.11 The addition to or removal of powder from the coats of exhibits is permitted, provided that it is done in an area specified by the Show Manager which is away from the show cages.</p> <p>Clubs may want to consider banning the use of Feliway at their shows.</p>
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## Item 6: Treasurers Report [Marion Petley]

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### NZ Cat Fancy Incorporated Treasurer’s Report to the 2024 Annual General Meeting on the Financial Statements for the Year-Ending 31/12/23

#### Introduction

The Financial Statements of the NZ Cat Fancy Inc. for the year-ending 31/12/23 are currently being prepared and will be circulated separately for adoption at the 2023 Annual General Meeting.

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2024 Budget and 2025 Forecast for Endorsement

(a) “That the 2024 AGM of the NZCF accepts the 2024 Budget as presented.”

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(b) “That the 2024 AGM of the NZCF endorses the 2025 Financial Forecast as presented.”

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(c) “That the 2024 AGM of the NZCF confirms the Auditor of the 2025 financial statements. (Constitutional Clause 20.1)

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## Item 7: Proposed Constitutional Amendments

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### 7.1C: Executive Council

“That the Constitution following paras be amended to read:

**12.1d: All nominations shall reach the Secretary no later than ~~42~~ 21 days before the Annual General Meeting advertised date.**

**12.1f: Upon the closing of nominations, each eligible member will be provided with access voting via electronic means or a ballot paper will be ~~mailed~~ sent to them.**

12.1h: Each member shall be responsible to ensure that their ballot is properly completed ~~and signed and placed in the mail with the proper postage affixed or otherwise forwarded by a commercial delivery service to the appointed returning officer by the date required in accordance with the direction given.~~ If voting is via electronic means, each member shall be responsible for completing their vote by the required date.

12.2a: Election of officers shall take place ~~in the month~~ prior to the AGM each year by ~~postal~~ ballot of the membership or by electronic means.

12.2c: Where multiple vacancies exist, then the candidates receiving the highest number of votes shall be elected. In the case of a tie, the result shall be decided by lot. Scrutineering (if any) of the ~~ballot paper~~ vote count shall be by whatever method is determined as appropriate by the Executive Council.

21.4: The Secretary shall give all members who are financial at the date of the notice at least 14 days written notice of a Special General Meeting and ~~28~~ 14 days written notice for an Annual General Meeting.

22.1: Any member may request that a motion be voted on (member's motion) at a particular NZCF meeting, by giving written notice to reach the Secretary at least ~~42~~ 21 days before that meeting if it is an AGM or ~~28~~ 21 days before if it is an SGM. The member may also provide information in support of the motion (member's information). However, if the member's motion is signed by at least a quarter of all members.

22.1a: the Secretary must give the member's information to all members at least ~~28~~ 21 days before the meeting (if an AGM) or 14 days (if an SGM) chosen by the member.

27.3: Any proposed motion to amend or replace this Constitution shall be given in writing to the Secretary, accompanied by a written explanation of the reason for the proposal, at least ~~42~~ 21 days before the NZCF meeting at which the motion is to be considered, and may be forwarded by:

27.4: At least ~~28~~ 14 days before the General Meeting at which any change to the Constitution is to be considered the Secretary shall give to all members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Executive Council has.

**Rationale:** Shortening time frames as most things are now done electronically and NZCF are moving to electronic distribution of NZCF meeting documents for cost savings & efficiency.

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### 7.2C: Execuctive Council

“That the Standing Orders for NZCF Meeting para 6.3 be amended to read:

6.3: The chairman shall either personally, or with the assistance of tellers nominated by the chairman for that purpose, count the votes on each side, and where appropriate, include any postal or electronic votes, and shall declare the motion carried or lost accordingly, and such declaration shall be final.

**Rationale:** Correcting an omission from 2022 AGM constitutional changes to allow for electronic voting.

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## Item 8: General Remits (other proposed motions)

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### 8.1G: Executive Council

“That the General Rules & Policies following paras be amended to read:

- 3.37: Breed section representative elections are held every two years at the same time as other NZCF elections. Breed section representatives must be members of the relevant breed section. Only members of the relevant breed section may nominate and vote to elect by ~~postal~~ ballot or by electronic means a breed representative to serve a term of 2 years.
- 3.11: All matters which members may wish to submit to the Executive Council shall first be submitted in writing to the Secretary who shall refer it to the responsible member of the Executive Council (Portfolio Manager). The Portfolio Manager may submit the matter to the Executive Council or may deal with it or may decline to submit it to the Executive Council. In the event that the Portfolio Manager declines to submit the matter to the Executive Council, he must inform the member within ~~30~~ 14 days of receipt of the matter so that the member submitting the matter may ask the Executive Council Chairman to rule on the appropriateness of such a decision. In the event that the Executive Council Chairman is also the Portfolio Manager responsible for the operational area that the matter addresses, then the Executive Council Vice Chairman may be asked to make such a ruling.
- 3.12: Such submissions shall be made at least ~~42~~ 28 clear days before the next scheduled meeting of the Executive Council. The Executive Council may in its discretion deal, in accordance with its standing orders, with any matter of which notice is not given within the prescribed time. As soon as practicable after the closing date for the receipt of notice of such matters, the Secretary shall send to each member of the Executive Council, officials, and to each affiliate member an agenda for the scheduled Executive Council meeting, at least ~~28~~ 14 days before the date fixed for the meeting.
- 3.13: The Secretary shall also cause the agenda to be published on the website of the NZCF. Notice of any matters of which ~~42~~ 28 days' notice has not been given shall be given in similar manner by the Secretary as soon as practicable.
- 4.1: ~~One month before~~ Prior to the Annual General Meeting (AGM) the members will decide by a postal ballot or by electronic means:
- 4.2: Voting papers will be sent to all eligible voting members along with a copy of all the candidates' biographies or each eligible member will be provided with access to electronic voting. If voting is via electronic means, biographical information will be placed on the NZCF website or circulated by other means and the membership advised of this. This will be sent ~~28~~ 14 days prior to the date set for the AGM.
- 4.3: The voting papers must be returned by the date specified ~~on the ballot paper~~. Any that are received after this date shall not be counted. ~~Note that any postmarked envelopes that are marked prior to the cut-off date but received after the cut-off date will also be disregarded.~~ It is the member's responsibility to ensure that their votes are counted. If voting is via electronic means, each member shall be responsible for completing their vote by electronic means by the required date.
- 4.4: The votes shall be counted after the ~~voting papers have all been received~~ close of voting. The candidate receiving the highest number of votes shall be elected. Where multiple vacancies exist, then the candidates receiving the highest number of votes shall be elected. In the case

of a tie, the result shall be decided by lot. Scrutineering (if any) ~~of the voting paper count~~ shall be by whatever method is determined as appropriate by the Executive Council.

- 5.1f: Any eligible member not in attendance, and who has not nominated a proxy, must have ~~returned their ballot with a postmark showing a date on or before~~ voted by the due date for ~~ballots to be returned as shown on the ballot paper(s) for their vote by ballot to count, or have submitted their vote by electronic means prior to the close of the voting process for their vote to count.~~
- 5.1n: If a quorum for the meeting is not present 90 minutes after the time fixed for the commencement of the meeting, a meeting of those members present shall be held that will consider all matters that would have been considered at the General Meeting The previous members of the Executive Council shall then put the decisions of the meeting held in lieu of the Annual General Meeting, to the membership of NZCF ~~via postal~~ for decision by vote.
- 5.2i: Remits may be made to the Annual General Meeting by the Executive Council, by full or life members or any club, and all remits shall be in writing and be received by the Secretary at least ~~42~~ 21 days before the date set for the Annual General Meeting. All such remits, received in time, shall be placed on the agenda for the meeting. Remits submitted by full or life members shall bear the signatures of at least nine other full or life members in order to be accepted. Remits should either propose changes to this constitution or should seek to set or change the policies of NZCF.
- 5.2j: At least ~~28~~ 14 days before the Annual General Meeting, the Secretary shall forward the agenda for the Annual General Meeting to the secretary of each club and to all members of the Executive Council. In addition, and with the assistance of the Treasurer, the Secretary shall also cause an agenda, any remits, and an alphabetical list, by type of office, of all eligible candidates for elected positions and any nominations for life membership, together with a ballot paper, to be sent to all eligible voting members of NZCF and they will be advised that voting by electronic means is open. The ~~postal~~ ballot paper or voting by electronic means shall be in such form as the Executive Council shall approve.
- 5.3a: A Special General Meeting of the NZCF shall be called by the Secretary within ~~21~~ 14 days of the receipt of such requisition by the Secretary. The requisition to call a Special General Meeting shall be in writing and a copy of the requisition shall also be sent to the Executive Council Chairperson
- 5.3d: The Special General Meeting will be held at such time and place as the Secretary in consultation with the Executive Council chairperson shall determine. The Secretary shall hold the meeting not earlier than 14 clear days after the ~~posting of the~~ written notice from the Secretary calling the meeting, and within ~~42~~ 21 days of the receipt of the requisition
- 5.3g: Ballots must be returned for processing, ~~postmarked no later than 14 days prior to the date~~ by the due date set for the Special General Meeting. ~~Ballot papers~~ Votes not received by or on the due date shall be deemed to be Out Of Order and shall not be counted.
- 5.3i: If the Secretary receives any further requisitions for a Special General Meeting at least ~~21~~ 14 days prior to the date appointed for the original meeting, the Secretary shall give similar notice of meeting in accordance with paragraph 5.3e
- 6.1: Notwithstanding anything else in the constitution, upon a petition signed by at least 10% members eligible to vote, at the time of filing the notice, accompanied by a filing fee of \$250, any amendments of the Show By-Laws, Registration Rules, Disputes and Discipline Process,

Standing Rules or any other regulatory document of the NZCF, and any matters concerning the business affairs, government and policy of the NZCF, shall be submitted to the membership for a ~~postal ballot~~ postal decision by vote.

6.2: Notice of intent to present a petition to have a ballot published for initiative or referendum shall be filed with the Secretary. Within ~~30~~ 21 days of the filing of the notice, the petition shall be filed with the Secretary. Factual written evidence must be presented in support of the proposed petition.

6.3: Notice that the petition has been filed and reason given therein shall be published in the next available journal of the NZCF. Any rebuttal submitted together with a restatement of the reasons for shall be printed in the following journal. The ballot shall be ~~mailed~~ sent to each member eligible to vote on the matter, ~~Ballots, and~~ must be returned for processing, ~~postmarked no later than 7 days prior to the date set for their return by the due date~~. Ballots not ~~postmarked~~ received by the due date shall be deemed to be Out Of Order and shall not be counted.

**Rationale:** To align with the proposed Constitutional amendments for shortening the time frames as most things are now done electronically and NZCF are moving to electronic distribution of NZCF meeting documents for cost savings & efficiency.

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### Item 9: Discussion & Approval of Plans

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For the balance of the current and next five (5) calendar years.

- Business Plan for approval  
Succession Plan – contingency plan for annual Appointed Positions & crisis action plan

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### Item 10: General Business

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- Any Other Business (With the leave of the meeting any other matter that the meeting decides to discuss.)

Sharon José  
Secretary NZCF