



## Appendix - 2019 Nomination Paper

### Candidate Profile Statement (CPS)

Every candidate for election to a local authority may submit a CPS with their nomination (section 61 of the Local Electoral Act 2001). This is a permissive right, it is not mandatory to submit a CPS.

Where a candidate is standing for two or more offices, e.g. mayor and councillor they may submit a CPS for each office (Clause 26 of the Local Electoral Regulations 2001).

### Candidate Profile Statement Conditions

Under section 61(2)(a) and (3) of the Act and clause 27 of the Regulations, a CPS:

- if in English or Māori or both, must not exceed 150 words in each of the languages used in the CPS. The information contained in each language must be substantially consistent with the information contained in the other language;
- in any other language other than English or Maori, must not exceed 150 words, or the equivalent, if symbols are used rather than words. This includes any translation of those words into another language provided by the candidate. Where a CPS is in a language other than English or Maori, then the candidate must provide a CPS in English or Maori.

Candidate profile statement language	Total word count
English	150 words
Māori	150 words
English + Māori (must be substantially consistent with each other)	300 words
Other language (Non English/Māori) + English translation OR Māori translation	150 words
2 or more other languages (Non English/Māori) + English translation OR Māori translation	150 words

The content of a CPS, under section 61(2)(c), must be confined to information:

- concerning the candidate or any group or organisation the candidate claims affiliation to under section 55(4) of the Act;
- on the candidate's policies and intentions if elected.

A CPS cannot be used to comment on the policies, performance, etc of any other candidate.

### Format of Candidate Profile Statements

The format requirements for profiles are:

Text in English must be supplied in plain text, in paragraphs, with no special formatting, i.e

- No bold, italic, underlining etc
- No tabs
- No quote marks
- No accent marks (this restriction is in English text only)
- No bullet points



The profiles will be formatted automatically. If a candidate does not supply a candidate profile statement or photo, then “No Profile Statement and/or photo provided.” text or similar will be printed in the profile book and online.

Any non-English candidate profiles must be supplied with the following formatting:

- Font – Times New Roman (or equivalent)
- Point size nine point, 11 point spacing
- No special formatting of text, i.e. no bold, italic, underlining etc

### **Candidate Photos**

A candidate may include with their CPS a recent colour photo (less than 12 months) for inclusion with the CPS in the booklet to accompany voting papers. Photos should be provided electronically, on a data stick or similar or as an attachment to an email to the electoral officer.

If hard copy photographs are provided, two copies of each photo should be provided with the candidate's name clearly printed on the rear of each photograph (care needs to be taken when labelling hard copies of photos to ensure the photo image is not damaged in the process). Photos will not be returned to candidates.

Candidate photos should be a head and shoulders only, in colour and with nothing else in the photo, for example no hats, sunglasses, pets, external objects or impediments, or other people. If necessary the electoral officer will crop the photo to meet these requirements.

Electronic copies of photos should be scanned as a jpeg at a minimum of 600 dpi. Please direct any questions about the format of photos and statements to the electoral officer.

The onus is on the candidate to ensure that all nomination documents including the candidate profile statement and photo are submitted to the electoral officer by noon Friday 16 August 2019.

### **Duties, Powers and Responsibilities of Electoral Officers**

Where an electoral officer is not satisfied that a CPS complies with section 61(2) and (3), she must, under section 61(4), return the CPS to the candidate specifying the concerns and reasons for them and the period within which an amended CPS may be resubmitted.

A candidate will be treated as having failed to provide a CPS if section 61(4) applies and he/she fails to submit an amended CPS within the period specified by the electoral officer, or submits an amended CPS, which, in the electoral officer's opinion, still fails to comply with section 61(2) and (3).

It is important to note that under section 61(6), the electoral officer is not required to verify or investigate any information in a CPS and may include in or with any CPS a disclaimer concerning the accuracy of the information therein.

The electoral officer is not liable in relation to:

- any statement in or omitted from a CPS; or
- the work of a prudently selected translator; or
- the exercise of the powers and functions conferred on the electoral officer under section 61.

### **Distribution of Candidate Profile Statement**

Section 62 of the Act and Clause 29 of the Regulations requires the electoral officer to send to each elector with the voting documents, all CPS's that comply with section 61, for each candidate in the election for a local government area or subdivision. Any failure of an electoral officer to comply with section 62 will not invalidate the election.

Candidate and nomination details provided, candidate profile statements and photos will be available on the Christchurch City Council website and available through online channels.