

Executive Council Protocols



Introduction

The following are topics which outline the expectations of the role of Executive Council, and which set out the behaviours and expectations of Executive Councillors.

Included is the Executive Councillor Code of Conduct.

If you have any questions, or if any topic you need advice on in relation to your time on Executive Council, please feel free to ask at any EC meeting or contact your President who will be able to guide you.

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Executive Council Code of Conduct

1. The position of Executive Councillor is a national one and therefore, all Councillors 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 A decision of the Council, once made, becomes policy until rescinded and as such is binding upon all concerned even if it does not accord with the views of any individual Council member.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.

Subject to the above, 'business' is to include all communications.

Any attempt, or intent to record, transmit or otherwise disseminate council business or discussion by any means other than via the official vehicles will be considered as a breach of this instruction and as such will be considered as discreditable conduct and be subject to the appropriate actions being taken as laid out under the Rules.

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

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Travel and Expenses

This section covers travel, accommodation, and expenses while members of the Executive Council are actively engaged in EC business.

Travel

Air travel will be booked by the DogsNZ office for councillors to attend Executive Council meets and National events. Councillors should provide Airpoints numbers to the DogsNZ office if applicable.

Executive Councillors travel costs are met by DogsNZ for:

- Executive Council
- National Dog Show
- NDTA & NZDAC – for the President and Executive Councillors resident in the same island as the event/s and wishing to attend (except in exceptional circumstances).

Councillors can claim for actual expenses involved in airport parking.

Where possible, a shuttle van will be organised by the DogsNZ office. Air travel is normally organised so that councillors 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.

For travel to meetings and authorised events by personal vehicle, the current IRD rate will be reimbursed.

Accommodation

Accommodation for all council meetings and other authorised travel (outlined above) is arranged by the DogsNZ office. All meals, beverages, and accommodation are payable by DogsNZ. Mini bar purchases and any other non-refundable costs should be settled by each councillor before checkout.

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

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All other reasonable out of pocket expenses can be claimed.

All claims must be submitted on the DogsNZ 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.

Contact for DogsNZ bookings: execadmin@dogsnz.org.nz

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Dress

A reasonable standard of dress is required. Jackets are optional for men.

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

Badge of Office

All councillors 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.

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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 (Exceptions may be made where meeting dates are altered after publication)
- to exhibit at or attend a show

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Meetings

Dates

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 councillors.

The dates for the following year i.e. post ACOD are reviewed prior to and/or at the February Executive Council meeting.

Venue

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

Online Meetings

Where there is a need to discuss specific topic(s) which can not wait until the next scheduled meeting, online (via Zoom or similar) meetings can be conducted to cover them. Online meetings (either stand alone or with some people in person and others online) can be held where travel is impossible for one or more Councillors.

Online meetings should not be considered the norm for EC meetings.

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.

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

Agenda

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

1. Introduction/Minutes

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2. Finance
3. Important Items
4. Complaints/Disputes
5. Office Reports (Read Only)
6. Executive Council Sub-Committee & Committee Reports
7. Correspondence
8. General Business
9. Chairperson Sum Up/Evaluation of Meeting/Next Meeting Agenda Items

Reports from sub-committees and others, where relevant, are called for from the office
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 at least 7 days prior to the meeting.

An electronic copy is also provided as soon as it is available.

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

Chairperson & 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

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- 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 councillors. A simple majority will apply. Councillors have 72 hours to respond. The Director Secretary shall report the results at the next meeting, and they will be recorded in the minutes.

Discussions via other mediums

Where informal discussions result in decisions by the members of the Executive Council, these decisions should be recorded in email and voted on as above or ratified formally at the next meeting.

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 councillor 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 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 Councillors have time to consider them. If they are left until the last moment, it is probable that they will be deferred and not actioned.

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Conflict of Interest

Executive Councillors 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. Councillors 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.

Meeting Access by Members

Executive Council meetings are generally closed meetings unless declared otherwise in advance. Any member can apply to attend and present to the meeting in progress. In this case, a dedicated time will be allocated to the topic raised and other business is suspended during the time the member is present. Any member of council may request that a matter be held in committee at any time. Open forums may be held from time to time on request of members.

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 working days after each meeting for proof reading and amendment where deemed necessary. They should be returned within seven days. A final copy is sent to all members after any corrections required have been made.

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Dog World Report/Web Minutes

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 libelous 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.

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Dogs NZ 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 Training Committee, NZ Agility Committee or any other discipline 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 Councillor or any relative of a Councillor or anyone where there is a conflict of interest, the Councillor concerned should leave the room.

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Conferences

Annual Conference of Delegates

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

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

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

Sitting Executive Councillors 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 if the AGM is held in association with and at the same venue as the ACOD. All Councilors can attend. If they are members of the New Zealand Dog Judges Association, they have speaking rights.

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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 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

Individual cases can be reviewed on an annual basis.

National Dog Training Assembly and NZ Dog Agility Championship

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

Executive Councillors resident in the same island as the venue of the National Dog Training 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 Councillors.

The travel and accommodation expenses for Executive members to National Dog Training Assembly and/or NZ Dog Agility Championship will not be covered for councillors who are competing in these events.

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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 Dog Training 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.

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

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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

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Communication & Social Media

External Communication by EC members

This can be difficult and requires discretion. 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 encourage the people involved to seek a solution through the correct channels.
- 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
- Under no circumstances shall a member of DogsNZ Executive Council initiate or contribute to social media discussions where their comments could be interpreted as criticising any DogsNZ employee, fellow Councillor, member, sponsor, or any other relevant stakeholder

If in doubt don't give a decision and refer the matter to the Dogs New Zealand office

EC Internal Communication

All Executive Council members will be kept updated on any important active topics and no decisions will be released externally without input from the EC members.

EC External Communication

Important topics will be communicated externally, and effort will be made to keep members up to date with developments on key issues on a regular basis via the weekly Dog E-News, and DogsNZ Facebook page as appropriate.