

Nelson Tasman Climate Forum

Operating Procedures¹

Purpose

1. The Nelson Tasman Climate Forum (“**the Forum**”) is a collective of organisations and individuals who are committed to the Nelson Tasman Climate Charter (“**the Charter**”).
2. The purpose of these Operating Procedures is to document the standard ways that the Forum will function, matching responsibility with requisite authority.

Membership

3. Membership is open to all and is available at three levels under the Charter:
 - a. “**Signatories**” who commit to lead and therefore hold authority to approve or decline proposed drafts or changes to: the Charter, the Nelson Tasman Climate Action Plan (“**the Climate Action Plan**”), the Weaving Plan and the Operating Procedures of the Forum;
 - b. “**Partner Organisations**” who commit to supporting to implementation of the Climate Action Plan, and may attend Forum meetings but do not have voting rights; and
 - c. “**Climate Allies**” who are individuals or organisation that commit action aligned with the Charter, who may also attend meetings but do not have voting rights.
4. A Forum member (“**Member**”) is a person or organisation who has signed the Charter either as a Signatory, Partner Organisation or Climate Ally, through the process as approved by the Leadership Group.
5. Through the delivery of our Weaving Plan, we endeavour to engage with the whole community.
6. Through a Wellbeing of the Forum group, we endeavour to ensure the wellbeing and inclusivity of the Forum.
7. Membership is operative from the time it is registered in the approved form.
8. A Member may resign from the Forum at any time by submitting a letter of resignation to a Co-Chair of the Forum.
9. Membership may be rescinded by the Forum if a Member acts in a manner that is inconsistent with or undermines the Charter. Membership of any organisation or individual may be terminated only by a 75% vote of the Signatories present at the meeting, on a motion by the Co-chairs (or Chair if sitting alone).

¹ Consensus on these procedures was reached at the online Forum hui, 10th March 2021, subject to the addition of an inclusivity statement. Clauses (5) and (6) were added by recommendation of the Leadership Group in response to the request for an inclusivity statement. Clauses (5) and (6) were then approved by email decision of the Forum, 29th March 2021.

Legal Status

10. The Forum is not currently a legal entity and has no delegated authority to commit its Members to undertake specific actions nor powers to incur debt, take court action, sign contracts or hire employees. The Forum does not have the power to make decisions on the behalf of Members and any decisions Members make shall be in accordance with relevant legislation and legally-binding policies, plans and other instruments.
11. Where funds are held on behalf of the Forum, a Memorandum of Understanding may be formed with a legal entity that ensures the Forum retains control over its finances. Decisions of the Forum cannot create an obligation to commit funding for the Forum or any of its endeavours from third parties.
12. Should the Forum become a legal entity, the provisions in this section will be reviewed in accordance with the relevant legal requirements and directions of the Forum.

Functions

13. The Forum shall --
 - a. Develop and enable the implementation of the Climate Action Plan.
 - b. Adopt Operating Procedures and form working groups as it considers appropriate.
 - c. Develop and implement a Weaving Plan to enable, support and encourage Nelson Tasman Communities to implement the Climate Action Plan. Weaving activities could include, for example, collection and sharing of data and information, training and capacity building, the development of alternative and more sustainable practices, mobilisation of resources, building relationships and alliances, mobilising and organising, research and action as advocates, and advocating for improvement and revision of policies and programmes.
 - d. Support the implementation of any other plans or strategies developed by the Forum.

Co-Chairs

14. At the first face to face meeting of the Forum following endorsement of the Charter and thereafter at the last face to face meeting of each calendar year, the Forum shall elect one of its members as Co-Chair for the following year. This process shall be facilitated by an immediate past Chair, or someone chosen by the Forum if no immediate past Chair is available.

15. The Forum shall invite tangata whenua iwi (via the iwi trust boards) to, according to their tikanga, select the other Co-Chair. At any time when only one Co-Chair has been selected, they may act as sole Chair.
16. The Co-Chairs shall:
 - a. Lead the Forum and be the primary public face of the Forum.
 - b. Facilitate consensus processes and keep accord among the Forum.
 - c. Prepare agendas and ensure these are distributed at least two working days in advance of Forum meetings.
 - d. Chair meetings according to the agreed agenda.
17. The Co-Chairs may:
 - a. Recommend the appointment of staff or contractors to any position required to support the operation of the Forum after consultation with the Leadership Group;
 - b. Recommend entering into legally binding arrangements on behalf of the Forum after consultation with the Leadership Group;
 - c. Make rulings on procedure at meetings of the Forum where matters require interpretation of these procedures;
 - d. Initiate removal of member status from any member for action incompatible with the Forum Charter or these operating procedures;
 - e. Make public statements on behalf of the Forum.
 - f. *Be accompanied in their mission by a Deputy Co-Chair, whose selection is approved by the Leadership Group according to the needs of the group (added Dec.22)*
18. *The Deputy Co-Chair's mission is to assist the Co-Chairs in their mission and step in in case the current Co-Chairs are not in capacity (added Dec. 22).*

Other officers

Treasurer

19. At the first face to face meeting of the Forum following endorsement of the Charter and thereafter at the last face to face meeting of each calendar year, the Forum shall elect one of its members as Treasurer for the following year.
20. The Treasurer shall:
 - a. Prepare an annual budget for the Forum, and project budgets as required
 - b. Keep account of Forum income and expenditure
 - c. Prepare an annual financial report to be presented to the Forum after the end of each financial year
 - d. Advise the Leadership Group of Forum funding requirements and support with seeking funding as required

Leadership Group

21. The Forum shall, at the first face to face meeting of the Forum following endorsement of the Charter and thereafter at the last face to face meeting of each calendar year, appoint a Leadership Group to lead aligned action by Forum Members.
22. The Leadership Group shall consist of:
 - a. two representatives from Nelson City Council: one staff member and one Councillor;
 - b. two representatives from Tasman District Council: one staff member and one Councillor;
 - c. one Iwi representative from each of the four waka groups in Nelson Tasman;
 - d. eight Members of the Forum, including at least one person under the age of 25;
 - e. Forum administrator (if one has been appointed);
 - f. treasurer; and
 - g. the two Co-Chairs *and the Deputy Co-Chair if they are not a member of the Leadership group already (added Dec.22)*.
23. The Leadership Group shall appoint one of its number or an independent facilitator to run its meetings.
24. The functions of the Leadership Group are to:
 - a. Support the Co-Chairs;
 - b. Lead and align action by Forum Members;
 - c. Facilitate resolution of breakdowns in the functioning of the Forum;
 - d. Facilitate development of an external operating environment in which the work of the Forum can prosper;
 - e. Ensure that core documents, systems and procedures are kept up to date and fit for purpose;
 - f. Ensure finances are properly administered;
 - g. Facilitate, support or prepare funding requests to support the activities by the Forum;
 - h. Determine the use of any funds that have been allocated to the Forum, subject to consultation with the Forum and any conditions imposed by funding organisations; and
 - i. Communicate key decisions and developments to Members of the Forum.
25. The Leadership Group shall have authority to:
 - a. Regulate its own procedure;
 - b. Make recommendations on any matter to the Forum;
 - c. Approve operating budgets, including income and expenditure;
 - d. Co-opt Members to fill vacancies.
26. A Quorum of the Leadership Group shall consist of:
 - a. One Council representative;
 - b. One Iwi representative;
 - c. One Forum Member; and
 - d. One Chair.

27. Meetings shall be managed as follows:

- a. Meetings of the whole Forum will be held every two months or more frequently as necessary.
- b. 12 Signatories shall constitute a quorum for meetings where binding decisions are taken.
- c. Meetings shall be called by the Co-Chairs with notification to Members at least one week, and preferably four weeks, prior to the meeting.
- d. The Co-Chairs will be responsible for meeting agendas, meeting notes and minutes, and supporting papers and presentations.
- e. Requests for items to include in the agenda must be sent to the Co-Chairs at least five working days before a meeting, although this requirement may be waived at the discretion of the Co-Chairs.
- f. Meetings shall be chaired by at least one of the Co-Chairs or, in their absence, by a Member chosen by consensus of those present.
- g. Wherever possible, decisions of the Forum will be made by consensus of those Signatories present. By seeking consensus, the Forum aims to empower and incorporate all perspectives whenever possible. Consensus means by the agreement of most participants, with dissenters and abstainers agreeing to recognise the majority opinion as being the decision (i.e. to not block consensus).
- h. If consensus is not achieved after reasonable attempts and the chair(s) of the meeting considers a decision is necessary to further the Goals of the Forum, the chair may, as a last resort, call for a vote to resolve the matter. To pass, any motion decided by vote requires at least 75% of those Signatories present and voting (not abstaining) to be in favour of the motion.
- i. The Forum may constitute working groups or committees, which will operate as directed by the Forum and will be accountable to the Forum for their actions.
- j. Questions for decision may be put by a Co-Chair to Signatories via digital means and, if no dissenting votes are received, shall be deemed to represent a consensus decision by the Forum, provided Signatories have been given at least 5 working days to respond to the question. The outcome of questions considered in this manner shall be recorded in the minutes of the next meeting.
- k. Minutes of Forum meetings shall be recorded and confirmed as correct at a subsequent meeting.

Observers

28. Forum meetings shall be open to the public unless the Forum decides to go into closed session, which only Members may attend. Discussions at closed meetings are confidential, subject to any applicable legal requirements relevant to Members, which shall be declared to the Forum prior to the closed session, and only the topic discussed and decisions made shall be recorded in the minutes.
29. Observers and Members who are not Signatories have speaking rights only if specifically recognised by the Chair.

Conflicts of Interest

30. Conflicts of interest will be declared at the start of all Forum meetings or any Forum group meeting and recorded in the minutes.

Review

31. The operation of the Forum and its Operating Procedures will be reviewed by the Forum at least once every three years.

Changes to these Operating Procedures

32. Any proposed changes to these Operating Procedures shall be notified to the Forum a minimum of two weeks ahead of any full-Forum meeting (including online meetings).
33. Any proposed changes must be approved by consensus among Signatories present at the meeting, or if consensus is not reached, by vote with at least 75% of those Signatories present and voting (not abstaining) in favour of the motion.