

# Nelson Tasman Climate Forum

## Operating Procedures

December 2024 and February 2025

### 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. A Forum member (“**Member**”) is a person or organisation who has signed the Charter, acts in good faith to support its goals and adheres to the Operating Procedures in this document, through the process as approved by the Leadership Group.
4. We endeavour to engage with the whole community and to ensure the inclusivity of the Forum.
5. We endeavour to ensure the wellbeing of Forum members.
6. Membership is operative from the time it is registered in the approved form.
7. A register containing the name, contact details and date of when the person became a member will be kept and updated regularly.
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 Membership may be rescinded by the Forum if a Member acts in a manner that is inconsistent with or undermines the Charter.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 Members present at the meeting, on a motion by the Co-chairs (or Chair if sitting alone).

### 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, form working groups and implement projects as it considers appropriate.
  - c. Develop and implement a Strategic Plan to enable, support and encourage Nelson Tasman Communities to implement the Climate Action Plan. 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. *Submissions to central and local government bodies are among the functions of the Forum. These can be of several kinds:*
    - (a) *Submissions from individual members*
    - (b) *Submissions approved by any working group approved by the Leadership Group of NTCF that provide a view when time prevents consideration by the full Forum membership.*
    - (c) *Submissions approved by the Forum as a whole. In this case a draft is emailed to all members, inviting comments. These are then worked into a second draft, which is again circulated to all members for endorsement or otherwise. A member may block the submission being made or ask for their dissent to be recorded without blocking. Where a member represents the body to which the submission is being made, they abstain from the process to avoid conflict of interest. Members may not block submissions to the body that they represent.*
  - e. 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.

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.

## 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
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.

## Meeting Procedure

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 Members 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 Members 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 Members 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 Members via digital means and, if no dissenting votes are received, shall be deemed to represent a consensus decision by the Forum, provided Members 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 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 Members present at the meeting, or if consensus is not reached, by vote with at least 75% of those Members present and voting (not abstaining) in favour of the motion.