



The New Zealand Institute
of
Driver Educators Incorporated

Memo

To: NZIDE Membership
Cc: None

From: NZIDE Executive
Date: 27 July 2023

Re: Special Meeting Sunday 06 August 2023 - Testing Officers as NZIDE Members –
Verified Email - NZIDE Constitution and Rules Update

On Sunday 06 August 2023 a special meeting of the NZIDE membership will be held. The NZIDE Executive Committee resolved to call this meeting. The meeting is to introduce annual constitution changes. The meeting allows members to debate each motion and then vote on each motion. Motions resolved at the meeting will be submitted for confirmation at the Annual General Meeting on Friday 25 August 2023. This is your time to contribute. Help us make informed decisions that achieve our intent. Contact any member of the Executive Committee before the debate if you have questions¹. Attendance and voting at this meeting is tracked for your professional development record.

Conflicts of Interest for the Special Meeting²

NZIDE has a conflicts of interest register for members. It records potential and actual conflicts of interested notified by members. Information about conflicts of interest is in the footnote to this page. For this meeting, members with a testing officer endorsement or that have published peer reviewed research are encouraged to declare that interest before the meeting or at the meeting. It is estimated such members make up less than 10% of the current NZIDE membership. It is likely they will total no more than 10% of those who attend and vote at this meeting. Their participation in this meeting will inform decision making. It is assessed the conflict will not adversely affect voting and not create significant bias. At the start of the meeting, all members will be reminded to act in the best interests of the Institute. At the time of this memo, based on the assessment, the determination of the NZIDE Executive committee is to allow participation and voting for motions of interest by such members.

¹ [Contact Us | New Zealand Institute of Driver Educators \(nzide.org.nz\)](https://nzide.org.nz)

² [Conflicts of interest guide | IoD NZ](#)

Mission Statement

To Promote and develop better driving standards among motorists and promote greater road safety by the encouragement of better driving through professional instruction.



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Interpretation

Motion for rule changes refer to rules of the *New Zealand Institute of Driver Educators Amended Constitution and Rules* (NZIDE) dated November 2022. They are publicly listed with the Companies Office on the Incorporated Societies Register [Home | Incorporated Societies \(companiesoffice.govt.nz\)](https://www.companiesoffice.govt.nz/).

Summary of reasons for constitution changes

1. Testing Officers and Driver Training Researchers Accepted for NZIDE Full Membership

In 2007 the New Zealand Institute of Driving Instructors (NZIDI) changed its name to the New Zealand Institute of Driver Educators (NZIDE). The reason for that change was for membership to include testing officers, driver training and driver education researchers and other professional contributors to best practice driver education. Our name changed but membership requirements did not. This constitution change fixes that. The motion at this meeting will welcome driver licence testing officers and driver training researchers.

Motions

1.1. That rule 10(b) sub rules be amended to read

A member shall be either:

- i. *The owner, lessee, partner, director of an established driving school, or*
- ii. *The owner, lessee, partner, director of a Waka Kotahi NZ Transport Agency approved provider of driver training, or*
- iii. *The holder of a Waka Kotahi NZ Transport Agency Driving Instructor (I) endorsement, or a Testing Officer (O) endorsement, or*
- iv. *A published peer reviewed author of driver training, driver testing or driver focused road safety research.*

1.2. That rule 10(e) of the NZIDE Constitution and Rules be amended to read

Any person who does not fit the membership requirements of rule 10(b) and its sub rules shall be able to apply for Associate Membership subject to the same conditions as set out in clause 10a. The Associate Member shall have no voting power and shall not be considered for any office or position.

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2. Verified Email as Reliable and Appropriate to replace Written and Signed Requirements

NZIDE membership application is now online. Annual membership renewal is online. Conference registration and payments are online. Parts of the NZIDE election process are not. This motion aims to fix that. The motion uses a legal concept 'is as reliable as is appropriate'. It is in the Contract and Commercial Law Act 2017. To concept legalises electronic signature and other verified electronic means as appropriate for the purpose they serve. It does this as an alternative to signature on paper. The intent of this motion is to make voting and communication easy by means linked to the member as the signatory³. A footnote on this page gives general legal comment on digital signatures⁴. This motion also fixes a numbering error with rule 10(a) in the current constitution. Reference to affiliate regions is removed. Affiliate entities named as NZIDE regions were dissolved and merged into NZIDE in the 1980's.

Motion

2.1. That rule 10(a) read

The number of members shall be declared to be unlimited. New members shall be admitted by resolution of the Executive. An application for membership must be through means approved by the Executive. This may include approved online membership software, verified email or other verified appropriate means.

2.2. That rule 12 read

Any member of the Institute may resign from the Institute by sending their resignation by verified email or other verified means to the Secretary, after payment of all subscriptions due from them, including those of the current year.

³ NZIDE links signatories (each member) to an email address specific to that member. We use member management software to do that. The email address is used as a login ID with a password controlled by the signatory. Mobile numbers are linked to the email address. These verification steps are considered reliable and appropriate for the purpose they serve. They replace a requirement for written signed paper documents in the constitution.

⁴ [Electronic Signature Law and New Zealand \(NZ\) Legality \(pandadoc.com\)](https://www.pandadoc.com/)

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2.3. That rule 13(a)(i) read

The Executive shall have the right, by majority of two-thirds (2/3) of those present at any Executive meeting, to expel from the Institute any member whose conduct, in the opinion of that majority of the Executive, is unfit for connection with the Institute provided that at least fourteen (14) days notice of the meeting shall have been sent to the said members verified email or other verified means, inviting them to be present and to be heard, or to make a written submission.

2.4. That rule 13(a)(ii) read

Any person expelled by the Executive shall have the right to appeal against the decision to the appeal board. The appeal shall be sent to the Secretary, in writing, by verified email or other verified appropriate means, within 14 days of the person receiving notice of the Executive's decision.

2.5. That rule 14(a)(iii) read

Nominations for officers of the Institute must be submitted by the nominee and proposer with approved online software, verified email or other verified appropriate means, and to be in the hands of the Secretary (60) sixty days prior to the Annual General Meeting. In the event of there being no nomination for an office received by that time, nominations may be accepted on the day of the Annual General Meeting.

2.6. That rule 14(f) read

The President, when present, shall preside at all meetings, authorise minutes by verified by means, and shall generally conduct the meetings. The President shall have a deliberative vote only. In cases of equality of voting the President shall not have a casting vote. In the absence of the President the Vice-President shall possess and may exercise in all respects the powers of, and shall perform, all the duties of the President.

2.7. That rule 15(c) read

Special Meetings of the Institute shall be held whenever the President, Secretary, or Executive think fit, or shall be called by the Secretary upon receipt of a notice from ten (10) members of the Institute. Such notice shall specify the nature of the business to be transacted. It shall be sent by approved online software, verified email or other verified means.

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2.8. That rule 15(g) read

Remits for the Annual General Meeting shall be given to the Secretary with the name of the proposer and seconder, at least sixty (60) days before the Annual General Meeting. Remits shall be sent by approved online software, verified email or other verified means.

2.9. That rule 16(c) read

When any such poll is taken proxy votes shall be permitted, provided that any member authorising such a proxy vote shall give the Secretary the name of the person authorised. It must be given not less than twenty - four (24) hours before the commencement of that meeting. The person so authorised shall be a financial member of the Institute. Authorisation shall be delivered by approved online software, verified email or other verified means.

3. Transactions specified by cheque in the constitution are replaced by electronic authorisations

Most payments by New Zealand banks are now electronic. Our constitution specifies cheque payment. This change fixes that.

Motion

3.1. That rule 14(i) read

The Treasurer shall receive all levies and any other monies into an account nominated by the Executive. The Treasurer shall pay all accounts when duly vouched and approved by the Executive; provided that the Treasurer may elect to pay any account not exceeding ten dollars (\$10.00) or such other sum as may be determined from time to time by the Executive, from a petty cash fund kept for that purpose. All payment transactions shall be authorised by two Executive Officers and/or such other authorities as shall be determined by the Executive. The Treasurer shall keep a record of all transactions and show a balance. This record shall be open to the inspection of the President at any time, and to any member of the Executive at any meeting. At each Annual General Meeting of the Institute the Treasurer shall submit a statement, showing expenditure and income for the year, and the assets and liabilities of the Institute.

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4. Regional representative nominations to be managed by the NZIDE Secretary at the same time as nominations for President, Vice-President, Treasurer, Secretary

Since 2020, regions have chosen to nominate a representative at the time nominations are opened for President, Vice-President, Treasurer, Secretary. This practice has not been updated in the constitution.

Motion

4.1. That rule 14(b)(ii) read

Prior to every Annual General Meeting, members may nominate a financial member from their region to be the region representative. Nominations will follow the same election process as officers of the Institute.

5. No Requirement for Regions to have a Representative

There is no requirement for each NZIDE region to have a representative. Some regions choose not to meet. Rule 6 allows for the Executive to form and dissolve regions as demand requires. Based on demand, in the past, sub-regions were created. They met just like regions but did not have a representative on the Executive. This managed the size of the Executive. This motion intends to clarify the intent of rule 14(b)(iii)

Motion

5.1. That rule 14(b)(iii) read

Notwithstanding anything in rule 14(b)(i), sub-region(s) use the nearest region for representation on the Executive Committee. They will not have an elected representative on the Executive Committee. This does not limit invitation for sub-regions to participate in parts of Executive Committee meetings. Members may choose not to nominate a representative for their region. This does not limit the Executive Committee from co-opting a member as a region representative.

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6. Executive Committee Co-opt Members to Assist

From time to time the Executive co-opt members to positions based on role rather than region. For example, motorbike trainers, heavy vehicle trainers, testing officers, instructor endorsement approved trainers and researchers. Rule 14(d)(ii) allows this. These roles can be inside and outside the Executive. This manages the size of the Executive. This motion clarifies co-opted roles.

Motion

6.1. That rule 14(d)(ii) be amended to read

The Executive may co-opt further members, as it deems necessary, to assist the Executive in the execution of its duties or powers. Any person so co-opted shall be co-opted only until the next annual general meeting or a time specified by the Executive. Co-opted roles can be inside or outside the Executive at the Executive's discretion. A person in a co-opted role may present themselves for reconsideration by the Executive for a co-opted role.

7. NZIDE Mission Statement and Slogan

A good mission statement is a concise summary of purpose. A good slogan is short, simple, and represents the mission. A slogan differentiates one brand from another. Recognised global brands use mission statements with less than 15 words. The NZIDE mission statement has 23 words. Global brands have slogans with less than five words. NZIDE does not have a slogan. This motion changes that. It proposes a slogan and mission statement that summarise what we already do. It will clarify NZIDE's purpose for media.

Motion

7.1. That rule 4(a) be amended to read

To promote training, experience, and testing that produces competent responsible road users

7.2. That the NZIDE slogan be "competent responsible road users"

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