

Nominations must be in the hands of the Electoral Officer/Official before 12 noon, Thursday 26 March 2026

INTRODUCTION

This by-election covers an extraordinary vacancy for one councillor to be elected at large for the Chatham Islands Council. The extraordinary vacancy has arisen from the recent resignation of Pita Thomas.

A full candidate handbook was produced for the 2025 local body elections. A base description of the role of a councillor along with general information about candidate eligibility, campaigning requirements, election offences etc is listed in the handbook. A copy of that handbook is available from the council office or by request from the election helpline on 0800 666 046. It can also be viewed online www.cic.govt.nz/your-council/local-elections-2025

This information sheet lists details specific to this by-election.

ELECTORAL OFFICER DETAILS

The electoral officer for this by-election is Jo Guise. Jo is the Executive Assistant for the Chatham Islands Council and can be contacted on (03) 305 0033 or jo.guise@chathamislands.govt.nz.

The deputy electoral officer for this by-election is Colleen Clearwater. Colleen is the Regulatory Officer for the Chatham Islands Council and can be contacted on (03) 305 0033 or info@cic.govt.nz.

REMUNERATION

The current base salary for Chatham Islands Councillors is \$20,500 per annum. Salaries are paid fortnightly.

MEETING ARRANGEMENTS

Council meetings are currently held in the council chambers in Waitangi on a Thursday on a 4-6 weekly basis. Council meetings typically start at 1.30pm and last two to three hours. In addition to the main council meetings there are a range of committee and sub-committee meetings that councillors would be expected to attend.

All meeting agendas are distributed electronically two working days before the meeting and all elected members are expected to have read and made necessary investigative work to understand all agenda items ahead of the meeting. Depending on the complexity of the agenda items, that can be a time-consuming task.

The current schedule of meetings is available from www.cic.govt.nz

CANDIDATE ELIGIBILITY

Full eligibility criteria for this by-election is detailed on the reverse of the nomination form. In summary, candidates do not need to reside within the Chatham Islands Council area, but must be a NZ citizen and enrolled as a parliamentary elector somewhere in New Zealand and be nominated by two Chatham Islands Council electors.

TERM OF OFFICE

The successful candidate at this election will hold office for the remainder of the previous member's term i.e. until the conclusion of the next triennial election in October 2028. Elected members are eligible for re-election if they choose to re-stand.

SUMMARISED BY-ELECTION TIMETABLE

Thursday 26 February 2026	Public Notice of By-election (CIC website) NOMINATIONS OPEN PRELIM ROLL OPEN FOR INSPECTION
From Thursday 26 February 2026	Election Signs (hoardings) can be displayed
Thursday 26 March 2026	NOMINATIONS CLOSE (NOON) PRELIM ELECTORAL ROLL CLOSSES
ASAP after 26 March 2026	Public notice of confirmed candidate(s) and whether an election is required (CIC website).
IF ELECTION REQUIRED	
Monday 4 May 2026	DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts
By midnight Thursday 4 June 2026	Election signs (hoardings) must be removed
Friday 5 June 2026	ELECTION DAY Voting closes 12 noon – counting commences Progress results available as soon as practicable
Monday 8 June 2026	Preliminary result available as soon as practicable Official declaration Public notice of declaration of result (CIC website)
By Friday 31 July 2026	Return of electoral donations and expenses forms

CANDIDATE PROFILE STATEMENT AND PHOTO REQUIREMENTS

The Local Electoral Act allows for candidate profile statements (CPS) to be provided by each candidate with the nomination form. If an election is required these are then collated by the electoral officer and forwarded to electors in a sheet or booklet with the voting papers. Refer also to the notes listed in appendix 1 of the candidate handbook.

Candidate profile statements are limited to 150 words and should be provided electronically via e-mail as a MS Word document that has been spell checked.

Candidate profile statements are governed by Sections 61 and 62 of the Act. Profiles must be provided at the same time as the nomination document, but should also be emailed to the electoral officer, Jo Guise at secretary@cic.govt.nz.

CANDIDATE PHOTOS

Candidates may also submit a photograph for inclusion with the candidate profile statement in the sheet to accompany the voting papers. Photos must be recent (taken within the last 12 months), be submitted in JPEG format and be provided at the same time as the candidate profile statement (and nomination form) by email to the electoral officer.

Note: The onus is on the candidate to ensure that all nomination documents including the profile and photo are submitted to the electoral officer/electoral official by 12 noon on Thursday 26 March 2026.

CAMPAIGNING

Full details on the limitations associated with campaigning are listed in the handbook. All candidates should refer to the handbook to familiarise themselves with those restrictions. The following is a summary of the main criteria to be aware of:

1. Campaigning can commence anytime but must cease by the close of voting day, i.e. 12 noon Friday 5 June 2026.
2. No election material can contain any untrue statement defamatory of any candidate and calculated to influence the vote of any elector or include an imitation voting paper which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contains such direction or indication likely to influence the voter.
3. Candidates cannot use any CIC resources as part of their campaigning material i.e. CIC logos or images created by CIC.

ELECTION ADVERTISING

Election advertising, using any media, must identify the person under whose authority they have been produced, as per Sections 113-115 of the Local Electoral Act 2001.

This means that for posters, adverts, signs, billboards, flyers, vehicle signage, websites, Facebook pages etc, each advertising item must include a statement saying that it is authorised by the candidate or their agent and include contact details (see options below). This authorisation statement must be included on every item of campaigning material.

ELECTION SIGNS

Election signage can be placed on private property (with the owners permission) and certain areas of road reserve within the district. Refer to the 'Election Signs' section of the candidate handbook for details about election signage placements. Any candidate intending to use election signs as part of their campaign strategy is encouraged to contact the CIC planning department to confirm placement arrangements prior to putting up any signage.

CONTACT DETAIL OPTIONS

The contact address component of the authorisation statement can be met by providing one or more of the following:

- a residential or business address; or
- an email address; or
- a post office box number; or
- a phone number; or
- a link to a page on an Internet site (if the page contains 1 or more of the above).

The requirement to list the authorising party remains. There must be a reasonable expectation that anyone wishing to discuss the advertising can do so with the candidate or their agent from the contact details listed in the authorisation statement.

The use of a council building address is not permitted in the authorisation address.

CAMPAIGNING EXPENDITURE LIMITS

At the end of the election period, all candidates are required to submit to the electoral officer a summary of donations received and expenditure made on campaigning. For this by-election the total election expenses must not exceed \$3,500 (inclusive of GST).

LODGEMENT OF NOMINATION FORMS

Nominations open on Thursday 26 February 2026 and close at **12 noon on Thursday 26 March 2026**.

Each candidate must be nominated on the official nomination form available from the following sources:

- Chatham Islands Council office, Tuku Road, Chatham Islands
- by phoning the Chatham Islands Council on (03) 305 0033
- from Council's web site www.cic.govt.nz

Completed nomination forms for this by-election must be lodged with the electoral officer or electoral official before midday on Thursday 26 March 2026. See the nomination form for delivery options. Along with the nomination form, each candidate must also:

- Pay the \$200 (inclusive of GST) election deposit
- Submit the candidate profile statement of up to 150 words to be used for this by-election
- Submit the photo to be used for this by-election
- Submit evidence of NZ citizenship.

Nomination documents can be lodged with the Electoral Officer at the Chatham Islands Council office at Tuku Road, Chatham Islands, or can be emailed to secretary@cic.govt.nz.

CANDIDATE WITHDRAWALS

A candidate can withdraw their nomination by application to the electoral officer up to the close of nominations i.e. 12 noon, Thursday 26 March 2026.

Candidates cannot strategically or politically withdraw their nomination once nominations have closed. Candidates may only withdraw after the close of nominations for medical reasons, i.e. incapacity.

A medical certificate confirming incapacity must be provided for a withdrawal notice lodged after the close of nominations. An application can be made by a candidate or an agent on their behalf.