 Otago Polytechnic Students’ Association (Inc.)

2026 OPSA ADVISORY BOARD Election

**NOMINATION FORM – 2026 OPSA Advisory Board** ***(Please circle one)***

#  President Academic Officer Accessibility Rep

#  Welfare Officer Rainbow Representative Māori  Representative (2)

#  Pasifika Representative (2) International Representative (2) General Board member (2)

#  Sustainability Representative (2) Mature Representative

**We nominate:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of student)* **ID:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**FOR THE ABOVE circled POSITION on the 2026 OPSA ADVISORY BOARD**

**Course studying 2025:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **full** / **part** time (*please circle)*

**Course studying 2026:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **full** / **part** time (*please circle)*

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile #**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name & Signature of mover and seconder** *(must be enrolled students at OP for 2025)*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_\_\_\_\_\_\_*(Mover) – ID no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_\_\_\_\_\_\_*(Seconder) – ID no: \_\_\_\_\_\_\_\_\_\_\_\_\_*

**For the Nominee to complete:**

Please state why you are seeking election and what skills and abilities you will be able to offer:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* The position of **“President”** is considered to be a paid **part-time position** *(up to 10 hrs per week/negotiable with Board)*

## All other positions are considered to be voluntary, but a quarterly meeting allowance may be made if they fulfil their position agreement.

## All nominees will need to meet the “officer” criteria for the Charities Commission – see reverse

##

*I have read the OPSA Advisory Board position description and understand that I am to conduct my own election campaign, which will run from*

***15th September to 3rd October 2025***

*This will be at my own expense, though, I understand some provision is available from the OPSA Office for equipment use and copy allocation.*

***I also understand that I am to attend all remaining OPSA Advisory Board meetings for 2025 once my nomination has been submitted.***

***I also give permission for OPSA to use my OP Photo ID – or will supply a suitable photo for election use***

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ nominee date: \_\_\_\_\_\_\_\_\_\_\_\_

* Nominations open **(Mon 18th August 2025)** for positions on 2026 OPSA Advisory Board
* Nominations will be accepted from any currently enrolled (0.3 EFTS or above) Otago Polytechnic student *(Dunedin Campus)* who can demonstrate a successful academic record, displays leadership and business skills, has a good working knowledge of OPSA’s mission, policies and constitution and who will be an enrolled student at Otago Polytechnic in Semester One 2026.
* **Nominations close on Friday 12th September 2025 at 12noon.**

**PLEASE ENSURE YOU PROVIDE a signed copy of the Election Code of Conduct along with this nomination form**

**To qualify under the Charities Commission, a candidate must not be:**

* an individual who is an undischarged bankrupt,
* an individual who is under the age of 16 years,
* an individual who, or a body corporate that, has been convicted of a crime involving dishonesty (section 2(1) of the Crimes Act 1961) and sentenced within the last seven years,
* an individual who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993,
* an individual who, or a body corporate that, has been disqualified from being an officer of a charitable entity by the Charities Registration Board under section 31(4) of the Charities Act 2005,
* an individual who is subject to a property order under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act (this relates to people who are not fully able to manage their affairs),
* a body corporate that is being wound up, is in liquidation or receivership, or is subject to statutory management under the Corporations (Investigation and Management) Act 1989,
* an individual who, or a body corporate that, does not comply with any qualifications for officers contained in the rules of your charity.

**Otago Polytechnic Students’ Association**

**OPSA Advisory Board Member’s Interest Register**

|  |  |  |
| --- | --- | --- |
| **Members Name** | **List of Interest** | **Transactions with OPSA** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**See overleaf for the Election Code of Conduct**

** Election campaigns: CANDIDATE CODE OF CONDUCT POLICY**

**1. Purpose**

The purpose of this policy is to outline the limitations on all candidates involved in election campaigns when standing for election for OPSA President or OPSA Advisory Board and to inform them of their rights and responsibilities.

**2. Policy Content and Guidelines**

**2.1 Correct Candidate Information.**All candidates must ensure that all the information being given to the Association is true and correct on their nomination form and Officer Eligibility for the Charities Commission

**2.2 Correspondence between Returning Officer and Candidates**All questions and emails regarding the election and or process, needs to be sent to the Returning Officer who will take the appropriate action as required.

**2.3 Candidates are fully responsible for their campaigns**.
Every candidate is responsible for their own campaign and actions (and those of any “helpers/supporters” involved with that candidate) and the cost and content of any printed materials/electronic/or other communication devices that they may involve themselves with while running their campaign.

**2.4 Campaign spending limit.**Each candidate will be notified of an allocation by the Returning Officer for use of OPSA photocopying facilities (or equivalent) and if any approved purchases are made requiring reimbursement, receipts must be handed to the Returning Officer by the end of the election campaign.

**2.5 Campaigning.**Candidates may not start campaigning until they have signed off a copy of the Code of Conduct, agreeing that they will abide by this document and only campaign in the time frame set by the Returning Officer.

**2.6 Interference with other Candidate’s Campaigns.**No candidate may interfere with another candidate’s campaign material or publicly discriminate their opponent in any way. If this happens, and is proven, it may be grounds for disqualification

**2.7 Removal of Campaign Material.**Each candidate must ensure their personal campaign material is removed after the election.

**2.7.1 Social sites and groups.**These groups may be set up (ie. Facebook) but must be removed after voting and no slander against any other candidate is permitted.

**2.8 Breaches of Policy leading to Disqualifications**Non-observance or signing of this policy are grounds for disqualifications.
Candidates are advised that the following actions will not be tolerated by any candidate or by any other person on their behalf

* Attempts to influence any person to vote by giving them an incentive
	+ Offering a monetary reward or food or entertainment if they vote for you
	+ Any threatening behaviour or violence towards anyone

**2.11 Appeals.**
If a candidate has been disqualified for any reason, they have the right to appeal this decision but appeals must be made within 24 hours of being disqualified and this must be in writing to the Returning Officer.
An appeal panel will be set up and shall consider the candidates appeal and report its recommendations to the Return Officer.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position standing for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_**