

## 513 – RWNZ REMIT GUIDELINES

### BACKGROUND:

A proposed Remit is a statement submitted for consideration which seeks changes to Rural Women New Zealand policy or is a matter of major interest or concern for Members at a national level.

Remits are a step in a process of advocacy to a central government minister or ministry, or local body officials. To ensure success and achieve the desired purpose, a Remit must be well researched, evidence based and well written.

### WRITING A REMIT:

The idea for a Remit may evolve from anecdotal evidence. Any Remit submitted must be followed up with hard facts and evidence.

#### Steps to take:

1. Approach RWNZ National Office to ascertain if the Remit topic is already being actioned.
2. Ascertain what other research and advocacy is already being done by other groups and organisations.
3. If the work already being done is well resourced, it may be appropriate for RWNZ to support their advocacy by promoting the rural perspective.

#### Components to ensure a Remit may be considered for approval are as follows:

1. The rationale, including evidence of robust research, detailing sources.
2. The objectives of the Remit must be achievable and measurable.
3. The issue's relationship, if any, to RWNZ Constitution or its Strategic Plan.
4. Consideration of any financial implications for RWNZ
5. A practical follow-up Plan of Action (what the organisation will do, what the submitters will do) so that the Remit, once passed, is able to be actioned without delay.
6. Cross-check and verify all the facts and word the Remit carefully.
7. Ask one or two independent people to proofread it for clarity and lack of ambiguity.

Last reviewed and updated November 2022

Next review date – November 2025

## REMIT SCREENING:

1. Remits are usually relevant to RWNZ as a whole.
2. Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action.
3. Member Remits defeated at the AGM in two successive years will not be permitted to go forward.
4. Remits will be assessed to determine whether the matters raised can be actioned by alternative, and equally valid, means to achieve the desired outcome.
5. Remits that deal with issues or matters currently being actioned by RWNZ may also be declined on the grounds that the matters raised are “in-hand”.

### Remit Process:

Rural Women New Zealand will take the following steps to finalise Remits for the AGM:

1. Timeline dates for the Remit process will be published in the Express magazine, through an emailed Member Advisory and added to the Member’s Zone tab of the RWNZ website. Additional forms of communication may be used if they become available.
2. All proposed Remits and accompanying information must be forwarded to RWNZ National Office by the advertised date (exact time will be clearly stated in meeting notices to members).
3. A Remit Committee appointed by the RWNZ Board will review and assess proposed Remits against the criteria described in the above policy.
4. Prior to their assessment meeting, the Remit Committee will receive analysis from RWNZ staff on each Remit, assessing each Remit against the criteria outlined in the above policy.
5. Proposers of Remits that fail to meet the tests imposed by the above guidelines will be informed as soon as practicable of the Remit Committee’s decision, actions available and the reasons behind the decision.
6. Proposers of Remits accepted will be contacted as soon as practicable to arrange the logistics of presenting the Remit to the AGM.
7. All accepted Remits will be published in the Annual Report provided to all Members and made available on the RWNZ website at least two weeks prior to the AGM.

To ensure quality preparation for the Members’ consideration at the AGM, the Remit Committee will not consider or take forward proposed Remits that do not meet these guidelines or are received after the specified timeframe requirements.

Last reviewed and updated November 2022

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