



**New Zealand Institute of Surveyors (Inc.)
trading as Survey and Spatial New Zealand**

27 August 2018

SECOND NOTICE OF ANNUAL GENERAL MEETING

The 130th Annual General Meeting of the New Zealand Institute of Surveyors (Inc.) trading as Survey and Spatial New Zealand will be held in Wellington, as follows:

- Date:** Thursday 15th November 2018
- Time:** 3 pm
- Place:** The Wellington Club, Level 4/88 The Terrace, Wellington

All members and interested individuals are welcome to attend.

Survey and Spatial New Zealand Council

The purpose of the AGM is to:

1. receive the annual report and audited financial statements of NZIS;
2. receive a presentation on the progress of the five-year plan;
3. announce the Councillors and the Board Members for the ensuing year;
4. announce the President and Vice-President for the ensuing year(s);
5. Record any Fellowship of NZIS outcomes as determined by electronic vote;
6. record the awards of Fellowship and Honorary Status made during the year (if any);
7. appoint an auditor; and
8. consider any other business on the agenda.

Note: *The Annual General Meeting will be preceded by a full day of workshops that will include a Stakeholders and Communications Forum. The forums are designed to provide members with an opportunity to raise and discuss issues in depth prior to the AGM.*

Other Business - rule change(s)

Other business that relates to the rules of NZIS are required to be in the hands of the CEO 45 days prior to any AGM (Saturday 29th of September). All remits or rule changes must be in writing and reasonably follow this suggested format:

Topic heading *(brief heading on the subject area)*

- i. Current section(s) wording in full *(include numbers and subsections as applicable)*
 - ii. Replacement section wording *(highlighting changes and updates to numbering)*
- or**
- i. New section wording *(highlighting where it fits in the current rules i.e. after rule 24)*

By: Usually the mover and seconder who will also speak to the remit at the AGM.

Explanation:

(Give as much background as is required to explain why the rule needs to be updated, replaced or - if new, applied. This detail should give NZIS Voting Members an understanding of the issues to be addressed by the rule change and the consequences if the change is or is not applied)

Note:

- a) All remits require a NZIS Voting Member to move and second the motion at the AGM.
- b) All changes to the rules require a two-thirds majority to pass.

Other Business - points of discussion

Members may also forward points of discussion that may give a strong direction to the Council/Board that a focus is required on certain issues or policies (not rules). Wherever possible points of discussion will also be discussed at the NZIS Communication Forum or the Stakeholder Workshop that will precede the AGM. Other business that relates to points of discussion are required to be in the hands of the CEO 45 days prior to any AGM (September 29). All points for discussion must reasonably follow this suggested format:

Topic heading *(brief heading on the subject)*

Key point(s) for discussion or debate.

By: Usually the mover and seconder who will speak to the point at the AGM and Communication Forum.

Explanation:

(Give as much background as is required to explain the topic and why discussion is required on the AGM floor)

Note:

- a) Any vote in support of the point of discussion requires a simple majority to pass.

Please be aware that all remits must be send out to members 28 days prior to the AGM so please ensure that any item arrives by no later than the deadline stated (Friday 29 September).

Stakeholder Workshop – focus items

In 2016 NZIS introduced a Stakeholder Workshop where items of value or interest to members were debated in an open workshop with representation from all parts of the NZIS membership present. Around 90 persons attended last year. This is not associated with the AGM or open to all members but is on the same day as the AGM with all areas of membership receiving a fully supported quota to attend. Items such as: an update on action points from last year, certification, advocacy and much more will be timetabled for the day with all branches, streams, divisions, the Council and key individuals debating priority issues for our sector as time allows.

Branches, streams, divisions and all members may forward points of discussion that may give a strong direction to the Council/Board on sector related issues that are in need of debate or support. From items forwarded a final list of the stakeholder topics and associated information will be forwarded to everyone at the same time as AGM papers are distributed (30 days in advance). Individuals can suggest topics but numbers attending the workshop will be limited to a quota from each membership area. Additions to the invite list can be considered. Please contact the CEO if you also wish to attend on the day. All items to be considered for the workshop should reasonably follow this format:

Topic heading *(brief heading on the subject)*

Key point(s) for discussion or debate.

Explanation/logic:

(Give as much background as is required to explain the topic and why membership debate is a priority)

Note:

- a) *This is not an AGM function but all information formulated will be fed into the Strategic Plan review by Council that will take place in early 2019.*

Hadyn Smith
CEO