

A proposed remit is a statement submitted for consideration, which seeks change to Caring Families Aotearoa policy or is a matter of major interest / concern at a national political level.

Remits Screening:

1. Remits must be relevant to Caring Families Aotearoa as a whole rather than exclusively relevant to a single zone or sector group or an individual Association / Support Group or Member;
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. Remits must have formal support from at least one other Association/Support Group or Agency member prior to their being submitted, in order for the proposer to assess support and clarity of the proposal;
4. Remits defeated at the AGM in two successive years will not be permitted to go forward;
5. Remits will be assessed to determine whether the matters raised can be actioned by alternative, and equally valid, means to achieve the desired outcome;
6. Remits that deal with issues or matters currently being actioned by Caring Families Aotearoa may also be declined on the grounds that the matters raised are "in-hand". This does not include remits that deal with the same issue but from a different point of view; and
7. Remits must be accompanied by background information and research to show that the matter warrants consideration by members. Such background should demonstrate the:
 - a. Nature of the issue;
 - b. Background to it being raised;
 - c. Issue's relationship, if any to the Caring Families Aotearoa Constitution or its objectives;
 - d. Level of work, if any, already undertaken on the issue by the proposer and outcomes to date;
 - e. Resolution, outcome and comments of any Associations / Support Group meetings which have discussed the issue; and
 - f. Suggested actions that could be taken by Caring Families Aotearoa should the remit be adopted.

Remit Process

Caring Families Aotearoa will take the following steps to finalise remits for the AGM:

1. All proposed remits and accompanying information must be forwarded to Caring Families Aotearoa no later than four weeks prior to the AGM (exact time will be clearly stated in meeting notices to members);
2. A remit screening committee (comprising the Chair, Deputy and Chief Executive) will review and assess proposed remits against the criteria described in the above policy;
3. Prior to their assessment meeting, the remit screening committee will receive analysis from Caring Families Aotearoa staff on each remit assessing each remit against the criteria outlined in the above policy;
4. Proposed remits that fail to meet the tests imposed by the above policy will be informed as soon as practicable of the committee's decision, alternative actions available, and the reasons behind the decision;
5. Proposed remits accepted will be contacted as soon as practicable to arrange the logistics of presenting the remit to the AGM; and
6. All accepted remits will be posted to the Caring Families Aotearoa website at least two weeks prior to the AGM.

To ensure quality preparation for members' consideration at the AGM, the committee will not consider or take forward proposed remits that do not meet this policy, or are received after the specified time.

General:

Remits discussed at the AGM will be presented in the AGM papers that will be distributed to members not later than two weeks before the AGM, as required by the Rules.