

# INSTRUCTIONS FOR

o v e r s e a s

## SPECIAL VOTING

E12

1996

If you have this brochure,  
please check that you also have:

<b>Declaration Form</b>	to establish your qualification to vote
<b>Ballot Paper</b>	for election of members of Parliament
<b>Voting Paper</b>	if a poll is being held on any other issue (not at a by-election)
<b>Voting Envelope</b>	for returning the declaration, ballot paper (and any other voting papers issued to you) to a Returning Officer
<b>Second Envelope</b>	for returning the voting envelope to an Overseas Returning Officer

*NOTE: (i) At a general election you will also receive party lists which contain the names of party candidates in the order the party wishes to see these candidates elected to Parliament.*

*(ii) When voting at a general election, those normally living in certain Auckland or Wellington suburbs will also receive an additional voting paper for a Local Restoration Poll option (not at a by-election).*

*(iii) For a stand alone Citizens Initiated Referendum Poll you will only receive a voting paper Therefore any reference to a ballot paper in these instructions should be ignored.*



**A** Tear off the perforated page on the right and give it to the person who is witnessing your declaration

Before you begin to fill in the declaration or cast your vote, carefully read the declaration, the ballot paper (and any other voting papers issued to you) and this brochure. Once you have done this, follow the instructions below to complete your declaration and cast your vote.

**B** Complete the declaration

To ensure that your special vote counts, you must correctly complete Panels A, B and C on the declaration. Carefully follow the instructions below and on the declaration.

**B1** Complete Panel A of the declaration.

Write your surname here

Write your first names here

Write your occupation here

Write your contact telephone number here

Write your date of birth here (this is optional)

If you used to be known by another name, write it here (this is optional)

Write your present residential address here

Write your usual New Zealand address here (this is the address for which the papers have been issued)

This section will have been completed by a polling official. It will show the last electorate in which you resided continuously for at least one month. The polling official will determine this from the New Zealand address details you have provided. If you think the electorate written here is not your correct electorate, please return the papers to your nearest issuing office to obtain replacement papers.

**Panel A** Details of Elector and Electorate

My surname or family name is:

My full given or first names are:

My occupation is:

My contact telephone number is:

My date of birth is:

(You do not have to show your date of birth but you will help with the checking of your enrolment if you do so)

If your name has changed since you enrolled, please complete the following statement:

My former name was:

(You do not have to show your former name but you will help with the checking of your enrolment if you do so)

My present residential address is:

Flat/House No:

Street/Road  
Town, city, or locality:

Show below the last address in New Zealand at which you have resided continuously for at least one month

Flat/House No:

Street/Road  
Town, city, or locality:

I am qualified to vote in the electorate

This must be the electorate in which you last resided continuously for at least one month.

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INITIALS

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**B2** Complete Panel B of the declaration.

Place a tick in the appropriate circles to indicate why you are eligible for an overseas special vote.

**B3** Complete Panel C of the declaration.

In the presence of a witness, sign your name and write today's date here

Your witness must sign this space

Your witness must be one of the following:

- a Commonwealth Representative; or
- a Notary Public, New Zealand Justice of the Peace, or other person authorised to take a statutory declaration in New Zealand; or

a person authorised to administer an oath for the purpose of a judicial proceeding in the country in which the declaration is made; or

a Commissioner of Oaths; or

a relative; or

a member of your household; or

a business colleague or associate.

**Panel B** Qualification

Place a tick in the circle provided, that shows your qualifications as a special voter.

✓ Tick below where applicable

1. I am a New Zealand citizen who is outside New Zealand but has been in New Zealand within the last 3 years.
2. I am a permanent resident of New Zealand (but not a New Zealand citizen) who is outside New Zealand but who has been in New Zealand within the last 12 months.
3. I am outside New Zealand in the course of my duties as:
  - (a) A public servant; or
  - (b) A member of the Defence Force; or
  - (c) A head of mission or head of post within the meaning of the External Relations Act 1988; or
  - (d) An officer or employee of the New Zealand Trade Development Board established by the New Zealand Trade Development Board Act 1988.
4. I am a person
  - (a) Who is accompanying a person described in paragraph 3 above, and
  - (b) Who is the spouse or the child of the spouse of that person.

**Panel C** Declaration

I intend to be outside New Zealand on polling day.

I declare that to the best of my knowledge and belief the details given in Panel A and this Panel and the qualification marked with a tick in Panel B are true.

Signature of elector

Date

I certify that the elector named above signed the Declaration in my presence.

Signature of witness

Is the Witness the Issuing Officer?

Yes ► Give your Official Mark in Panel E

No ► Go to Panel E and complete Details of Witness

**B4** Get your witness to complete Panel E of the declaration.

Checklist for voter

- ☐ I have completed Panel A
- ☐ I have completed Panel B
- ☐ I have signed and dated Panel C
- ☐ My witness has signed Panel C
- ☐ My witness has completed Panel E

- > If all these boxes have been ticked, then fold the declaration in half and put it in the compartment of the voting envelope marked **Declaration** and seal that compartment.

Refer to the back page for voting information.

## A Instructions for witness

A witness must be one of the following:

- a Commonwealth Representative; or
- a Notary Public, New Zealand Justice of the Peace, or other person authorised to take a statutory declaration in New Zealand; or
- a person authorised to administer an oath for the purpose of a judicial proceeding in the Country in which the declaration is made; or
- Commissioner of Oaths; or
- a relative; or
- a member of your household; or
- a business colleague or associate.

## B Completing the declaration

**B1** Assist the voter if they need help in completing Panel A of the declaration.

**B2** Assist the voter if they need help in completing Panel B of the declaration.

**B3** Witness the voter's completion of Panel C of the declaration by signing your name in the space provided.

**B4** Complete Panel E of the declaration.

Write your surname here

Write your first name, here

Write your present residential address here

Tick one of these circles to indicate in what capacity you have witnessed the declaration

### Panel E Details of Witness

*If witness is NOT the issuing Officer*

My surname is:

My full given or first names are:

My residential address is:

Flat/House No:

Street/Road

Town, city, or locality

Country:

Qualification of witness ☒ Tick one

☐ Commonwealth Representative

☐ New Zealand Justice of the Peace

☐ Other person authorised to take a statutory declaration in New Zealand

☐ Notary Public

☐ Person authorised to administer an oath for the purpose of a judicial proceeding in the country in which the declaration is made

☐ Commissioner of Oaths

☐ Relative of special voter

☐ Member of the household of special voter

☐ Business colleague or associate

SAMPLE

### Checklist for witness

I have checked that the voter has completed Panels A and B and signed Panel C

I have signed Panel C

I have completed Panel E

### **C** Assisting with voting

You should make sure that the voter understands the instructions for completing the ballot paper (and any other voting papers issued to them). You ***must not attempt to see how the voter votes.***

Assistance: If the voter is blind or partially blind, unable to read or write, has severe difficulty in reading and writing, or has difficulty with the English language, you may assist the voter either (a) by marking the ballot paper (and any other voting papers issued to them) in accordance with the voter's instructions; or (b) by helping the voter to mark them.

### Checklist for witness

☐ The voter has placed their ballot paper (and any other voting papers issued to them) in the compartment of the voting envelope marked **Ballot and/or Voting Papers** and has sealed that compartment.

☐ The voter knows that their voting envelope must reach an Overseas Returning Officer by 4 pm local time on the day before polling day in New Zealand or must reach the Returning Officer of the voter's electorate by 7 pm New Zealand time on polling day.

## **C** Cast your vote

**C1** *Cast your vote by marking the ballot paper (and any other voting papers issued to you). Follow any instructions printed on the papers.*

Assistance: If you are blind or partially blind, unable to read or write, have severe difficulty in reading and writing or have difficulty with the English language, your witness can assist you either (a) by marking the ballot paper (and any other voting papers issued to you) in accordance with your instructions; or (b) by helping you to mark them.

**C2** *Fold your completed ballot paper (and any other voting papers issued to you). Insert the paper or papers into the compartment of the voting envelope marked **Ballot** and /or **Voting Papers** and seal that compartment.*

**C3** *Post or deliver your sealed voting envelope without delay by:*  
*(a) placing the sealed voting envelope in the second envelope provided and returning it to an Overseas Returning Officer by the quickest means available. To ensure your vote is counted, it must reach an Overseas Returning Officer by 4 pm local time on the day before polling day in New Zealand; or*  
*(b) posting the sealed voting envelope to the Returning Officer in New Zealand for your electorate (their address is on the voting envelope). To ensure your vote is counted, it must reach the Returning Officer by 7pm on polling day in New Zealand.*

Think carefully about how you are going to return your sealed voting envelope to ensure that it arrives on time. If you are posting the envelope, make sure it has a postage stamp on it.

### Checklist for voter

- ☐ I have marked my ballot paper (and any other voting papers issued to me) as instructed
- ☐ I have placed my ballot paper (and any other voting papers issued to me) in the compartment of the voting envelope marked **Ballot** and/or **Voting Papers**
- ☐ I have sealed the compartment of the voting envelope marked **Ballot** and/or **Voting Papers**
- ☐ I will make sure that my voting envelope reaches a polling official on time

# MMP EXPLAINED IN TWO TICKS

**You have two votes,  
one for a party  
and one for a person**

**Your Party Vote** is for the party you prefer.  
**Your Electorate Vote** is for the person  
you would like to be the MP for your local  
electorate.



## Your Party Vote

**The Party Votes decide the total  
number of seats each party gets in  
Parliament.**

Here's how...

We each vote for our preferred party with  
our **Party Vote**.

Each party's share of all the **Party Votes**  
decides its overall share of all the 120 seats in  
Parliament. (See the last box for how a party's  
share of seats is made up of its electorate seats  
and list seats.)

The more seats a party has, the more  
influence it is likely to have in deciding what  
laws are passed and how the country is run.

## How a party's share of seats is decided

Each party gets seats in Parliament based on its share  
of all the **Party Votes**.

For example, if a party gets 40% of all the **Party Votes**,  
it gets 40% of all the seats in Parliament: 40% of 120 seats  
= 48 seats.

If another party gets 10%  
of all the **Party Votes**, it gets  
10% of all the seats in  
Parliament, i.e. 12 seats.

And so on.



## But...

A party must get at least 5% of all the **Party Votes**  
or win an **electorate seat** to get a share of the seats in  
Parliament.

This is called the threshold.

A party that doesn't get over the threshold won't  
have any seats in Parliament.



## Your Electorate Vote

**The Electorate Votes decide who will be the MP for  
your electorate.**

The person who gets the most **Electorate Votes** in each  
electorate is elected the MP for that seat.

There are 60 General electorates and 5 Maori electorates.  
So, the **Electorate Votes** will decide 65 of the 120 seats  
in Parliament.

The other 55 seats in Parliament will be filled by MPs  
elected from the party lists.

## The Party List MPs

Remember, the total number of seats for each party is decided by its share of  
all the **Party Votes** - provided it gets over the threshold.

A party's seats are filled by list MPs, electorate MPs, or a combination of both.

If a party has some electorate MPs but not enough to reach its  
rightful total of seats, it tops up to its total with MPs from its party list.

If a party hasn't won any electorate seats, all its MPs will be  
list MPs.

And a party will not have any list MPs if it has enough  
electorate MPs to fill its rightful share of seats.



IF YOU WANT TO FIND OUT MORE ABOUT MMP

**Internet** <http://www.govt.nz/elections>

MMP: IT TAKES JUST TWO TICKS



**Electoral Commission**  
Te Kaitiaki Take Kōwhiri