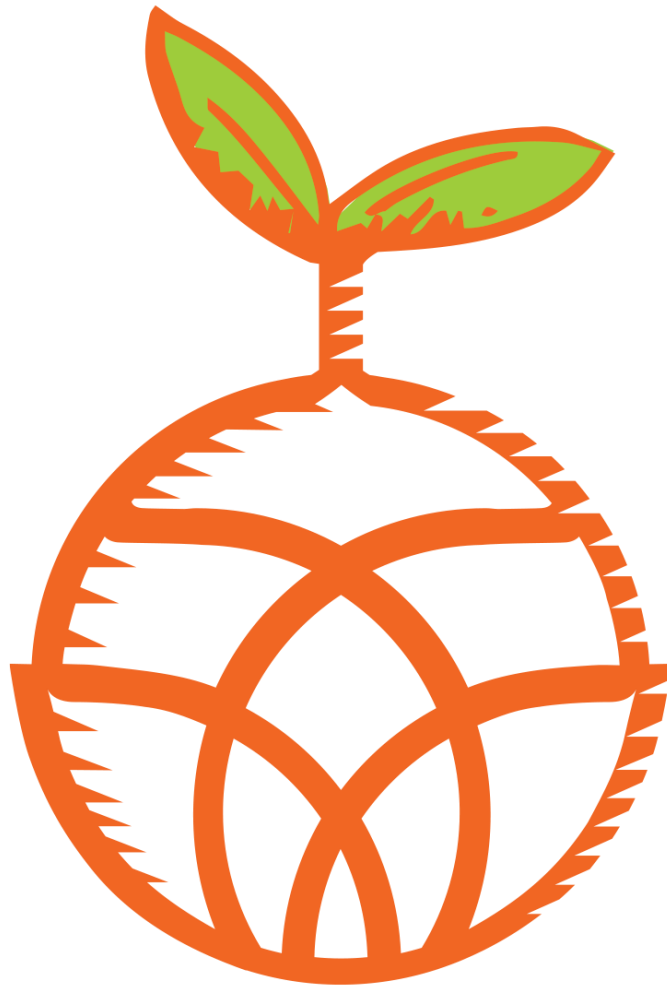




PSA YOUTH NETWORK PROCEDURES

APRIL 2026

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Foreword

Herein we provide a formalised account of our Rules and Procedures in the PSA Youth Network. The creation of these procedures and definitions, along with the continued enhancement of them, has been made possible by the valuable contributions and votes of our members, and we extend our sincerest thanks to all who participated in this process. Your dedication and commitment to shaping the future of PSA Youth are truly commendable.

Yours in solidarity

PSA Youth Team

1. Description and Purpose

- a. PSA Youth (PSAY) is the formal youth network of the PSA for members aged thirty-five and under, established under rule 76 of the PSA rules.
- b. Governed by PSA rule 79, PSAY exists to:
 - i. Promote the interests of young people within the PSA.
 - ii. Facilitate the sharing of information and experiences.
 - iii. Encourage and support young people's participation in the PSA's representative structures.
- c. In accordance with PSA rule 4, PSAY affirms Te Tiriti o Waitangi as the founding document of Aotearoa.
- d. PSAY ensures gender representation in line with PSA rule 5.
- e. PSAY's activities align with the PSA's Strategic Goals.

2. Structure

- a. The "PSAY Convenor Team" refers to the elected National, Regional and Kaiwhakahaere Rangatahi Convenors as defined in Procedure 2.b. through 2.d.
- b. 2 National Co-Convenors
- c. 1 Kaiwhakahaere Rangatahi
- d. 7 Regional Convenors – 1 Convenor for each region
 - i. Upper North Island Convenor
 - ii. Lower North Island Convenor
 - iii. Auckland Regional Convenor
 - iv. Greater Wellington Regional 1 Convenor
 - v. Upper South Island Convenor
 - vi. Lower South Island Convenor
 - vii. Christchurch, Selwyn and Waimakariri Regional Convenor
- e. Regional boundaries are further defined in Appendix A
- f. Elected Convenors and PSAY staff will participate in biannual planning days and regularly communicate as set out in their respective Job Descriptions.
- g. The PSA Youth Convenor team will be elected to a two-yearly term, with elections to take place in line with clause 6 of these procedures.
- h. The term of the convenors listed in clauses 2b-2d begins at the conclusion of the election process undertaken in line with clause 6 of these procedures.
- i. Wider PSA Youth Committee Collaborators
 - i. Rangatahi Māngai
 - ii. Sector Representatives
 - iii. CTU Stand Up PSAY Representatives
 - iv. Network-appointed Youth Representatives
 - v. Informal Structures
- j. Each role's responsibilities are further defined in their respective PSAY Job Descriptions.

3. PSA Youth Hui (Biennial National Youth Conference)

- a. PSA Youth Hui is recognised as the highest decision-making body for rules, regulations and strategic direction in the PSA Youth Network.
- b. PSA Youth Hui is to take place in person once every two years, prior to the date of the National Delegates' Congress.
- c. The business of PSA Youth Hui shall be:
 - i. To facilitate a National Convenor debate, prior to the National Co-Convenor elections.
 - ii. To receive a report or presentation from the Youth committee on activities during the previous year.
 - iii. To provide and gather guidance about the strategy of the PSA through the Network.
 - iv. To receive, consider, and vote on changes to Procedures or Notices.
- d. Attendance to PSA Youth Hui will be by Expressions of Interest.
 - i. If there is a surplus of Expressions of Interest, PSAY will follow the rules laid out by Decision-Making for Events Requiring Expression of Interest, PSAY rule 18.

4. Requirements for National Convenors

- a. Any member of the network is eligible to stand to be a National Co-Convenor.
- b. At least one of whom must be a woman, and one of whom may be any gender.
- c. One will be required to represent the PSA-wide Youth Voice on the PSA Executive Board, elected as per PSA rule 42.2.

5. Nomination process for Convenors

- a. The network will provide at least two weeks' notice for the submission of nominations for election.
- b. The deadline for the submission of nominations for the role of National Co-Convenor will be 11.59 pm on the day 5 working days before an election is held for the position.
- c. Late nominations will not be considered.
- d. Nominations will open prior to the PSAY Biennial Hui, and close after the Hui concludes, to allow the Convenor debate to occur, as well as any new nominations from the Hui.
- e. The deadline for the submission of nominations for the role of Regional Convenor will be 11.59 pm on the day 5 working days before the election is held for the position.
- f. In the event that an insufficient number of candidates are nominated, nominations may be re-opened or extended online as deemed necessary by the Returning Officer.
- g. Any member who lives or works in the corresponding region may stand to be a Regional Convenor. (For instance, any member who lives or works in Auckland is eligible to stand to be the Auckland Regional Convenor).

- h. To be considered a candidate, a member must submit a nomination supported by 2 full or student PSAY members and showing the candidate's assent.
- i. There is a commitment to PSAY facilitating events and info sessions around the role and a platform to any candidates to campaign prior to the election.

6. Election Process

- a. All elections are to be held by secret electronic ballot, co-ordinated by the PSA staff responsible for the committee. All PSA Youth Network members will be eligible to vote for their Regional and National Co-Convenors, with each eligible member holding one vote for each ballot.
- b. Where a position is contested, voting shall be by secret electronic ballot, and the candidate with a majority of votes cast shall be declared elected. If no candidate wins a majority, a second election will be held.
 - i. Single Transfer Voting will be utilised in all contested elections.
- c. Regional Convenors:
 - i. Regional Convenors will be elected by a majority vote of the members residing in that region.
- d. Where a position is uncontested, the person nominated shall be declared elected.
- e. The elections for the National Convenors will be held prior to the election for the Regional Convenors
- f. The election processes for convenors shall commence within 4 weeks after the conclusion of the Biennial Youth Hui.

7. Resignation

- a. Where a Regional Co-Convenor wishes to resign from their elected position:
 - i. This must be done in writing to the National Co-Convenors and PSA Youth Organiser.
- b. Where a National Co-convenor wishes to resign from their elected position:
 - i. This must be done in writing to the PSA staff responsible for the network.
- c. Where a Sector or Network representative wishes to resign from their elected or appointed position:
 - i. This must be notified in writing to the PSA staff responsible for the network, by either the resigning member or a member of the sector or network committee in which they sit, as soon as is practicable.
 - ii. A meeting may be suggested for the resigning member, or a representative from their sector or network and a PSA staff member responsible for the network to discuss the circumstances leading to resignation, outline handover arrangements and discuss replacement or re-election of the representative.
- d. Where possible, it is encouraged that the resigning member assists with the handover process.
 - i. Whenever possible, it is encouraged for a meeting to be held with an appropriate representative of PSAY and the resigning member.
 - ii. Specified expectations will be set on a case-by-case basis.

8. Abandonment of Role

- a. Committee members may be removed from their position if they are found to have abandoned their duties.
 - i. Committee members will be deemed to have “abandoned duties” if not heard from in a three- month period or have been unavailable for duties for a period of three months. This is inclusive of communication with the Co-Convenors and the PSA Organiser supporting the Committee.
 - ii. When this is found to be the case, the PSA Organiser will call for a motion at the next appropriate PSAY committee hui and seek consensus from the elected committee members and the PSAY assistant secretary, before notifying the member that they have been removed from their role.
- b. In all other cases, removal from office shall follow the processes as outlined in the PSA Rules part 13.

9. Process to Change PSAY Network Procedures

- a. PSA Youth may vary these network procedures from time to time. Network procedure changes will be considered on a two-yearly basis by the PSA Youth Hui.
- b. Network procedure changes may be submitted by any PSA Youth member. PSA Youth will provide at least two weeks’ notice of the submission of proposed network procedure changes. The deadline for the submission of proposed network procedure changes will be 11.59pm on the day prior to the meeting to discuss proposed rule changes.
- c. PSA Youth may not accept any network procedure changes that will cause the network to be in breach of the PSAY network procedures or overall rules of the PSA.
- d. All attendees at the PSA Youth Hui will vote on proposed network procedure changes, with each eligible member holding one vote.
- e. Where the board has major concerns regarding the procedures approved at Youth Hui, the PSA Youth committee holds delegated authority to amend these procedures as necessary to attain Executive Board approval of these Procedures.
 - i. The PSA Youth committee should take care to maintain the intention behind the rule(s) being amended.
 - ii. The PSAY Convenor Team commits to consultation with the wider PSAY membership for any changes which the committee deems significant.

10. Representative Engagement with PSAY

- a. The PSA Convenor Team are invited to attend regular video conference at a frequency decided by the PSAY Convenor team.
- b. At least one PSA staff member must attend the regular video conference described in 10.a.
- c. Each role’s engagement responsibilities are further defined in PSAY Job Descriptions.

11. Process to Fill Vacancy in Convenor Position

- a. In the event of a vacancy in the Convenor team, a by-election will be held to elect a new Convenor.
- b. If a Regional Convenor vacancy is filled via a by-election and subsequently becomes vacant again within six months, the PSAY Convenor Team may:
 - i. hold another by-election or,
 - ii. appoint the next highest-polling candidate from the previous by-election to the vacant position.
- c. If a Regional Convenor vacancy is filled via a by-election, and subsequently becomes vacant again after six months, the vacancy will be filled through another by-election.

12. Representative Structure: Te Rūnanga o Ngā Toa Āwhina

- a. Sector Rūnanga will appoint Rangatahi Mangai (PSA rule 37.2).
- b. Sector Rangatahi are invited to join regular catch ups with PSAY by online hui.
- c. A designated Kaiwhakahaere Rangatahi Convenor will sit on the PSAY Convenor Team as elected by the Te Rūnanga O Ngā Toa Āwhina Rangatahi Māngai.
 - i. The Rangatahi Mangai of Te Rūnanga o Ngā Toa Āwhina Kōmiti will advise PSA Youth Convenor Team of the outcome of the election no later than four weeks following the PSA Youth Hui.
- d. PSAY will engage with Rangatahi Māngai to support their activities and interests.
- e. PSA Youth will make concerted efforts to encourage Te Rūnanga O Ngā Toa Āwhina to appoint, recruit by their own processes replacements of Rangatahi Sector Māngai.

13. Representative Structure: Sector Committees

- a. PSAY members within a sector will elect a youth representative to sit on the sector committee for a two-year term (PSA rule 32.2.b).
- b. Youth Sector Representatives are invited to join regular catch ups with PSAY by video conference.
- c. Sector committee elections will be held within 6 months after 31 March following a national delegates' congress (PSA rule 32.4).
- d. If a position of a sector representative becomes vacant, PSA Youth will make concerted efforts to encourage the Sector Committee to replace or recruit a Youth Member to the position as soon as practicable through a by election.

14. Representative Structure: Networks

- a. PSAY encourages all formal and informal networks to nominate a Youth representative to liaise with PSAY (PSA rule 76).
- b. PSAY will collaborate with network representatives to support each other's interests and activities.
- c. Each network will determine its process for selecting its respective Youth representative.

- d. Each network will determine the term a Youth representative is appointed for.
- e. If a position of Network Representative becomes vacant, PSA Youth will make concerted efforts to encourage the Network to replace or recruit a Youth member to the position as soon as practicable.

15. PSA Youth External Representation

- a. All external representative roles require endorsement from the PSA Youth Convenor Team and the PSA Executive Board.
- b. PSAY will participate in Stand Up, the Council of Trade Unions (CTU) youth movement with one member representative and one staff representative.
 - i. PSAY's representative for Stand Up will be elected via by-election and the rules for replacing a vacant position will be in line with PSAY Rule 9.
- c. In the event an opportunity arises to represent PSA Youth on another committee structure, a formal expression of interest is to be submitted to the PSA Youth Convenor Team for consideration, four weeks prior to the hui/conference where the elections will occur.
- d. PSA Youth member(s) may from time to time be requested to represent PSA Youth at events outside of the network and the PSA. The member(s) shall ensure representation is consistent with the values and direction of the PSA Youth Network and the PSA.
- e. PSAY will send three representatives to the PSA Biennial Congress.
- f. PSAY representatives are required to report back and follow up on their participation in external forums and bodies.

16. Informal Structures

- a. Each Region may establish and have informal structures by way of a council/committee of PSA Youth members who are interested in supporting the network with regional events, leading/supporting projects, and social activities.
- b. The informal committees will include the Regional Convenor(s) of the respective regions.
- c. National Co-Convenors are responsible for supporting cross-country connections.
- d. Nominations and expressions of interest are to be communicated to the PSA Youth Convenor team.
- e. Informal committees may not attract PSA Youth funding.

17. Decision-Making

- a. Decisions will be made by consensus where possible.

18. Decision-Making for Events Requiring Expressions of Interest

- a. When there is a surplus of expressions of interest, names will be anonymised and ranked by the PSAY Convenor Team.
- b. PSAY staff and National Co-Convenors will ensure successful candidate selection reflects the diversity of PSA's membership.

19. Youth Leadership Training (YLT)

- a. Youth Leadership Training (YLT) is designed to uplift, educate, and empower Youth PSA members. The content may vary from time to time to stay relevant and effective.
- b. The PSAY Convenor Team will organise and run YLT workshops. These trainings are Employment Relations Education Leave (EREL) approved.
- c. At least two months prior to each YLT, the PSAY Convenor Team will send out a request for expressions of interest to the PSA Youth members in the relevant region.
 - i. If there is a surplus of expressions of interest, PSAY will follow the rules laid out by Decision-Making for Events Requiring Expression of Interest, PSAY rule 18.
- d. The PSAY Convenor Team will facilitate seven Youth Leadership Training workshops each PSA Financial year. The workshops will be distributed as follows:
 - i. One each in Auckland, Wellington and Christchurch.
 - ii. Two additional workshops in other North Island locations (excluding Auckland and Wellington).
 - iii. Two additional workshops in other South Island locations (excluding Christchurch).
- e. When selecting regional locations, the PSAY Convenor Team is to ensure a good variety of locations are picked where possible to reflect the needs of the membership.
- f. PSAY staff and National Co-Convenors will ensure that successful candidates represent the PSA's diverse membership as far as practicable.

20. Dispute Resolution

- a. In line with PSA principles and common practice, PSAY will endeavour to resolve matters at the lowest level possible. We encourage open communication and restorative resolution.
 - i. It is expected that informal resolution will be attempted prior to formal action.
- b. First step of formal resolution is to engage and attempt to resolve with the relevant person/people as outlined below:
 - i. If the dispute involves PSA staff, the dispute will be raised with Assistant Secretary responsible for the network.
 - ii. Disputes between elected members will be raised with the national co-convenors and network organisers in the first instance.
 - iii. If the dispute involves a national co-convenor, this will be raised with the network organiser in the first instance.
- c. If dispute remains unresolved following engagement with the relevant person/people, the dispute may then be raised to:
 - i. the PSA President in matters involving elected members, or
 - ii. the National Secretariat in matters involving PSA staff members.

Notices of Motion

The following Notices of Motion passed at PSA Youth Hui (Biennial National Youth Conference) 2026:

With Notice Motion: Exploring Rangatahi Representation

That PSAY commits to an investigation between PSAY and Te Rūnanga o Ngā Toa Awhina (TRONTA) to do with the current responsibilities of the Rangatahi Tuakana (Kaiwhakahaere Rangatahi). As part of the investigation, we ask that they also investigate the implementation of a tuakana/teina role within the Rangatahi Māngai space and present the investigation and results in the 2028 PSAY biennial hui.

Without Notice Motion: Data breakdown request

That PSAY commits to providing the network a report with generalised and anonymised data of where our members are based geographically, the ethnic breakdown, age breakdown and gender breakdown. This is to be provided at least 6 months before the start date for PSAY National Youth Hui 2028.

Appendix A: Regional Convenor Geographic Boundaries

- i. The following regional boundaries apply to the areas in which members require to be residing, or their normal workplace is in to be eligible for election to that role.
- ii. Upper North Island Convenor
 - i. Must reside and/or usually work outside of the area covered by the Auckland and Wellington Convenors.
 - ii. Must also reside and/or usually work in one of the districts of Northland, Waikato, Bay of Plenty or Gisborne.
- iii. Lower North Island Convenor
 - i. Must reside and/or usually work outside of the area covered by the Auckland and Wellington Convenors.
 - ii. Must also reside and/or usually work in one of the districts of Hawke's Bay, Taranaki or Manawatū-Whanganui.
- iv. Auckland Regional Convenor
 - i. Must reside and/or usually work within the Auckland Regional Area
- v. Greater Wellington Regional Convenor
 - i. Must reside and/or usually work within the Greater Wellington Regional Area
- vi. Upper South Island Convenor
 - i. Must reside and/or usually work outside of the area covered by the Christchurch, Selwyn and Waimakariri Regional Convenor.
 - ii. Must also reside and/or usually work in one of the districts of Tasman, Nelson, Marlborough, Westland or Canterbury above Waimakariri.
- vii. Lower South Island Convenor
 - i. Must reside and/or usually work outside of the area covered by the Christchurch, Selwyn and Waimakariri Regional Convenor.
 - ii. Must also reside and/or usually work in one of the districts of Otago, Southland or Canterbury below Selwyn.
- viii. Christchurch, Selwyn and Waimakariri Regional Convenor.
 - i. Must reside and/or usually work in the city of Christchurch, Selwyn or Waimakariri.
- ix. Members seeking to run for election based outside of the areas defined above are eligible for the most logistical nearby region.