

# **Breed Representative Information Pack**

## **Introduction**

Congratulations on becoming a Breed Representative! You are a vital link between the Breed Standards Council on the one hand, and the members of your breed section on the other hand.

## **Role of the Breed Representative**

The business of the breed section is described as follows in the constitution:

3.10.3 Members of each Breed Section shall sponsor the breed and be responsible in the development of a comprehensive standard for the breed, and proposing amendments and revisions of the standard for the breed.

This means that Breed Section members may initiate changes to the standard, and must also be consulted about any proposed changes that originate with the Breed Standards Council. The Breed Representative facilitates communication and consultation between the Breed Section and the Breed Standards Council, and ensures that changes initiated by Breed Section members have support from their Breed Section.

## **Responsibilities of the Breed Representative**

Any member of the Breed Section may suggest changes to the Standard of Points for their breeds. Of course Breed Reps can initiate changes also. So can the Breed Standards Council. Either way, it is the Breed Rep who carries out the consultation with the Breed Section to establish whether the suggested changes have the support of the breed section. (See “Carrying out a Standards Change Consultation”).

Whether it is an individual breed section member suggesting change, or the BSC, the correct procedure is to contact you as Breed Rep so that you can find out whether the Breed Section supports the change. When it is an individual breed section member, you can take their request to the BSC (who will come back to you and request you to carry out a consultation, unless there’s some reason why the change should not even be considered), or you can carry out the consultation first and then go to the BSC with the request, and the consultation results. Either approach is acceptable.

Sometimes a Breed Rep, or an individual member of the Breed Section, may wish to initiate discussion on some aspect of the standard – or some other issue that is important to the breed, prior to formulating any proposed change. It is the Breed Rep’s responsibility to enable this discussion to take place – see “Enabling Discussion within the Breed Section”.

The Breed Rep is also responsible for ensuring that the brief profile and picture of their breed that is on the website is appropriate. It is recommended that the rep consult with the breed section (this need not be a formal vote) regarding any changes to either.

Profiles and pictures should be sent to Scott Walker [sgwalker@xtra.co.nz](mailto:sgwalker@xtra.co.nz) to be uploaded onto the website.

## Duration of Term

Breed reps who are elected serve for three years. Breed reps who are appointed (eg because no nominations were received for the position, or because of resignation) will serve varying terms depending on when in the election cycle for that rep position, they were appointed. If you are unclear about how long your term is, feel free to contact the Breed Standards Portfolio holder, Zena Pigden, who can advise you.

## Contacting the BSC

You can contact the BSC by emailing either the Secretary or the Chair (Portfolio Holder) You can also contact us by post or by phone,

<b>Secretary:</b>  Avon Aspden Te Pua, Helensville RD 2  09 420 8383  Email: <a href="mailto:aspden@clear.nz">aspden@clear.nz</a>	<b>Chair/Portfolio Holder:</b>  Zena Pigden 18 Finch St Burkes Dunedin 03 471 0626  Email: <a href="mailto:zpigden@es.co.nz">zpigden@es.co.nz</a>
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## The Breed Rep Forum

An email discussion group (forum, chatline) has been set up for all breed reps. Breed reps are automatically added to it when elected or appointed. Zena Pigden, the Breed Standards Portfolio holder is also on this forum, and interested members of the BSC may also be members – apart from anything else, some of the BSC are also Breed Reps. The purpose of the forum is share information, and provide a place where people can ask questions or raise concerns about any issues that affect them as Breed Rep.

## **Carrying Out a Consultation**

### **Who are the Breed Section Members?**

In order to consult with the breed section you first need to get a full list of the current members of the breed section. Full, Affiliate, Family and Life Members can vote. Associate and Junior members are not entitled to vote but they ARE entitled to participate in any discussions.

**NOTE:** The list of breeders on the website is NOT the same as the breed section membership. Some breeders listed on the site may not be members. Some members may not be listed on the site.

You can get a list of the current members of your breed section from the BSC Chair or from the EC Secretary. It's essential to do this before starting a consultation, even if you have a list from earlier in the year. New members join breed sections right through the year.

### **Can Breed Clubs Vote?**

Yes, but only if they are members of the breed section. All clubs that are affiliate members of the NZCF, have the right to join a breed section at no cost, and up to two additional breed sections at \$5 per section. A club or individual can join a breed section at any time during the year – so you can encourage them to join in order to be able to participate in the consultation.

### **More Than One Breed Section Consulted – Can People Vote Twice?**

Yes, if they are members of both breed sections, they get two votes.

### **How Will You Communicate With Them?**

Usually email is the easiest way to communicate with the majority of breed section members. However there are usually some members who are not on email. These members must be contacted by snailmail. In some circumstances (a very simple consultation, for example), it may be acceptable to contact by phone or organize a meeting in person to vote on the issue.

## **What Will You Send Them?**

If the change has come through the BSC, they will normally supply a document for you to circulate which outlines the proposed change and explains the rationale for it. If it has come from a member and you want to circulate it before going to the BSC you need to do the same thing – produce a document or email which explains what the change is and what the rationale for it is, and invites people to vote for or against it. When circulating a proposed change like this, you should refrain from expressing your own opinion (although you can and should vote).

## **Discussion About Changes**

Sometimes – especially for controversial or complex changes, it's desirable to have some discussion within the breed section before going to a formal vote. See “Enabling Discussion within the Breed Section” for some ideas on how to go about this.

## **Timelines**

Usually you will be expected to initiate a consultation within two weeks of receiving a request to do so. Occasionally there may be reasons why this is not practical but this is the timeline you should try to adhere to.

Normally four weeks should be allowed for a consultation from when you send it out, to the deadline for votes to come in. This allows for breed section members being away or not receiving email for some reason (eg computer problems) and also gives time for section members to reflect on any proposed change when voting. However if your breed section is small, and all the votes come in before the deadline, you can close off the consultation early.

When you send out a consultation you need to clearly indicate the deadline for responses. (You may, at your own discretion, accept late responses, however, and if they are too late to be included in your report, you can forward the individual responses to the BSC).

You should report back to the BSC no later than four weeks (at the most) after the deadline.

## **Reporting Back**

Once all the responses are in, you need to compile a report.

### **What's In A Report?**

- The total number of breed section members
- The number who voted
- The number of votes for, against, and informal (unclear)/don't know
- Any comments on the issue – if MANY comments were sent in just summarise them. If just a few, please quote all of them in their entirety
- Any comments or recommendations you have as breed rep
- It is NOT necessary to list each individual member of the section and how they voted.

Please send your report by email if at all possible as this makes it easy to circulate it to the BSC members. It is fine to send it as a Word attachment.

Please keep all correspondence relating to any consultation for a period of at least 13 months. This will assist if there are any questions about the consultation process or results.

The report goes to the BSC (either to the Secretary, Avon or the Chair, Zena) and ALSO to the breed section, who need to know what the outcome was.

Any response from the BSC must be forwarded to breed section members.

### **What Happens Next?**

The BSC will consider the results of the consultation. It is important to realize that although breed section views are taken very seriously, the results of the consultation are not binding on the BSC. Generally, if a majority of the breed section voted and there was a clear majority in favour or against, the BSC will give more weight to the results. If few people responded, or opinions were evenly divided, it is more likely that the BSC will recommend no change or consider other factors in coming to their decision. The BSC will also consider whether the change is consistent with standards overseas, especially in the country of origin, whether the change makes the standard inconsistent with other NZCF standards for the same colour or pattern, whether the change is genetically feasible (for example a change to a standard that made it impossible or very difficult to achieve a previously achievable standard might be turned down) and any other factors that are relevant. They will make a recommendation to the Executive Council and if the

recommendation is for a change to the standard, it is then up to the Executive Council to make a decision.

The outcome of the Executive Council decision will be communicated to you to pass on to the breed section. Any changes do not take effect until the following show season.

### **Help!**

If you have ANY questions about how to carry out a consultation, who is entitled to vote, what to do if you have low response rate, etc, you can email or phone the BSC Chair or send your query to the breed rep forum. If you send it to the breed rep forum then other people benefit from the question and answer too!

## **Enabling Discussion within the Breed Section**

For complex or controversial issues, or when conducting a full review of a standard, it is often desirable to encourage some discussion before going to a vote.

### **Setting Up An Email Discussion Group**

This is often the most practical way of enabling the majority of the breed section to discuss an issue. You will need to get an up to date list of breed section members

Then you can either go to google groups to set up your forum, or to yahoogroups. The websites for these are <http://groups.google.com/> for google groups and <http://groups.yahoo.com/> for yahoogroups. Each site steps you through the process of setting up the group. Each has the option of adding members directly (in Google groups it is on the Members page right at the bottom and in yahoogroups it is under Invite members). This will be much more effective than sending invites and waiting for people to get around to joining. People can always unsubscribe if they don't wish to be part of the group. If you have any difficulties, feel free to contact Zena for some help.

### **Can I Say What I Think?**

The primary purpose of setting up any kind of discussion group is to encourage a free flow of discussion among the members. It is fine to express your own views (after all you are a breed section member too) but you will need to use your judgment about when and how to do this – you don't want people hesitating to express an opinion that is different from yours - and also ensure that breed section members understand that no matter what your opinion, you will report back the vote results and any comments fairly and honestly. Usually it's best to let the discussion proceed and only add your thoughts in towards the end.

### **Using Breed Clubs**

For this to be a legitimate approach, the breed club does need to be a member of the breed section. If they are not listed as such, you can encourage them to join the relevant breed section. You can then pass the information about the proposed change to them and encourage them to promote discussion among their members. The disadvantage of this approach is that it will omit those members of the section who are not in the club (or who don't attend meetings or read their newsletters) so it is best used in conjunction with other approaches. However it does offer the valuable opportunity of face to face discussion.

## **Organising Discussion at Shows or Other Events**

This may be most effective for small breed sections where all or most members can be persuaded to attend the event in order to participate in the discussion and again it allows face to face discussion.

You may well think of other ways to involve members of the breed section in discussion – there are no limits to the possibilities. However bear in mind that the best approaches are those that involve the greatest number of breed section members.

## **Conducting a Full Review of A Standard**

When a standard has been in place for many years...or there have been standards changes in the country of origin that have not occurred here...or perhaps there is just a general feeling that the standard is not very satisfactory and may need more than just a little tweaking to improve it, a full review of the standard may be conducted.

### **Who can Initiate a Full Review of A Standard?**

The BSC, or yourself as breed rep, or breed section member. But if the request has come from just one individual, it may be a good idea to either check with the BSC, or first get some feedback from the breed section members about whether a full review is needed/appropriate.

### **What's Involved?**

A full review of a standard involves both discussion (see Enabling Discussion Within the Breed Section) and examination of and voting on each part of the type standard. Generally it is easier to conduct such a review in sections rather than attempting to initiate and manage discussion on the entire standard at once.

### **The Process**

1. Set up or update an email discussion group for all breed section members that have email access.
2. Write a letter to snailmail members explaining that a full breed standard review is underway. Suggest that they link up with a member who has email to have input into the process. It will not be possible for them to vote on each section if they do not do this, but all snailmail members should have the chance to vote on the completed standard if changes have been voted in.
3. Explain to the email group how the review will be carried out ie that each section of the type standard will be discussed, changes in wording agreed, and then a vote taken on that part.
4. Explain what the criteria will be for a change to be passed. You may like to discuss this with the BSC or on the breed rep list. For example, how many of the members need to vote on a change? What % in favour should cause a change in to be considered to be passed?
5. Post an email to the list that has the wording for the first part of the standard (the 'General' section, if there is one, otherwise the first heading (usually 'Head') and invite discussion. Allow 1-2 weeks for each discussion area.

6. Towards the end of the time allowed or as discussion peters out, if there appears to be a feeling that change is needed, post a suggested new wording for that section of the standard.
7. Invite votes –give a deadline for the poll to close, but allow at least three days, preferably a week, so that members who are away or don't have access to their computers for some reason don't miss out . The easiest way to do this is to set up a poll using yahoogroups polls feature, however this does not allow more than one member at the same email address to vote so if you use this feature you will need to have provision for those individuals to send a vote directly to you instead. Alternatively votes can be sent to you or the list, but this will involve more counting on your part!
8. If the response rate is low, post to the list reporting this and encourage members to vote.
9. Inform the group whether the change passed or not.
10. Repeat the whole process with the next section. If no-one feels change is needed, no vote need be held on that section.
11. At the end of the whole process, post the entire standard to the list so that members can see what it looks like. But do not hold another vote.
12. Send the entire standard (if changes have been voted in ) to snailmail members and allow them four weeks to vote for acceptance or otherwise
13. Report the results back to the BSC with any recommendations. You should report back to the BSC no later than four weeks (at the most) after the deadline for snailmail voting on the standard.

### **Reporting on a Full Review of a Standard**

- Give the full text of the proposed new standard if changes have been voted in
- Explain how you carried out the review
- Include the minimum criteria that were required to pass a change
- Give the total number of members in the breed section, and how many participated in voting (if different numbers voted on different sections, give the approximate range eg 40%-50%)
- Include any relevant comments or reasons for specific changes, and the reason the review was felt to be necessary, if it was initiated by the breed section/yourself.
- Include any recommendations or comments from yourself as breed rep.