



<i>To be completed by initiator of Policy/Policy owner:</i>						
1. POLICY TITLE:		Nominations and Elections Policy				
2. APPROVING AUTHORITY		Mancom, Council				
3. FIELD OF APPLICATION:		University Governance and Management, Risk Management				
4. COMPLIANCE OFFICER(S):		All staff and students, university stakeholders				
5. STAKEHOLDER CONSULTATION		Legal Office, Policy, Risk and Compliance Office				
6. DESIGNATION OF POLICY OWNER		Registrar				
7. NAME OF POLICY OWNER/S:		Dr TD Mokoena				
POLICY HISTORY <i>(To be completed by policy owner)</i>						
Decision Date	Status	Implementation Date	Approving Authority	Resolution Number	Policy Document Number	Pending date for next revision
			Mancom			
<i>For office use only</i>						
CATEGORY (Governance, Management, Academic, Administration)			Governance, Management, Academic & Administration			
TRACKING NUMBER:						

Vaal University of Technology
Nominations and Elections Policy

1. INTRODUCTION

The Vaal University of Technology is committed to national transformation imperatives and the fostering of a culture of integrity, tolerance, mutual respect, diversity and collegiality. The University's Policy on Nominations and Elections is based on the provisions of the Constitution of the Republic of South Africa, 1996, and the Code of Corporate Governance as set out in the King IV Report. In the Nominations and Elections Policy, the University strives to comply with the principles of corporate governance regarding fair, reliable and trustworthy nominations and elections.

2. PURPOSE AND SCOPE

The purpose and scope of this policy are to:

- 2.1. Establish a framework and clear set of directives, guidelines and procedures for the nominations or elections of representatives on statutory committees (Council, Senate, Institutional Forum and their committees), and for the nominations and elections of representatives on interview panels for senior positions as per HR policies.
- 2.2. Provide policy directives on the drafting of ballot papers with respect to nominations and elections.
- 2.3. Provide policy directives regarding security issues affecting elections.
- 2.4. Provide policy directives regarding timeframes for elections.
- 2.5. Provide policy directives regarding the verification of election results.
- 2.6. Provide policy directives regarding the storage of election results.

3. PRINCIPLES AND VALUES UNDERPINNING THE POLICY

- 3.1. Generally accepted principles of corporate governance.
- 3.2. Optimal participation of stakeholders in the nomination and election processes.
- 3.3. Reliability and authenticity of the outcome/results.

4. DEFINITIONS

In this Policy:

- 4.1 “**Employee**’ means any person employed by the University.
- 4.2 “**Academic employee**” means any person appointed to teach and/or to do research at the University on such conditions as determined by the Council and any other employee designated as such by the Council.
- 4.3 “**Professional or support employee**” means an employee other than an academic employee.
- 4.4 “**Permanent employee**” means all employees other than employees on fixed-term contract or temporarily appointed.
- 4.5 “**Nominee**” means the person who is nominated.
- 4.6 “**Nominator**” means the person who is nominating the nominee.
- 4.7 “**Electronic voting**” means voting that is conducted via email or by utilising an online system.
- 4.8 “**Spoilt vote**” refers to a ballot that has not been completed adequately and results in the voter’s decision being unclear or invalid.

5. NOTICE OF A NOMINATION OR ELECTION

- 5.1 Relevant stakeholders are timeously informed about the nomination/election.
- 5.2 When nominations/elections are conducted at a meeting, relevant stakeholders are informed about the nomination or election at least five working days prior to the meeting, unless special permission has been obtained from the Registrar.
- 5.3 Agendas of meetings are deemed as preliminary notice of such a nomination or election.
- 5.4 The following information is included in the nomination or election communication/correspondence:
 - 5.4.1. the position to be filled;
 - 5.4.2. the date, time and venue of the meeting, if the nomination or election is conducted at the meeting;

5.4.3. the date and time of the opening and closing of the nomination or election if conducted electronically;

5.4.4. applicable policy stipulations.

6. VOTERS' ROLL

A validated voters' roll of eligible voters, consisting of names and other details required to ensure secure voting, is prepared in advance by the relevant Division or Faculty.

7. NOMINATIONS

7.1 A nomination letter is issued to an individual when his/her name appears on the voters' roll.

7.2 Nominations are collected at the meeting or electronically and displayed in alphabetical order on the ballot paper.

7.3 Nominations received after the closing date for the call for nominations are not considered.

8. ELECTIONS

8.1. Prior to the election, relevant information (e.g. abbreviated CVs of candidates) is shared with eligible voters.

8.2. When elections are conducted in a meeting, the agenda allows for a discussion on the candidates.

8.3. Depending on the format of the election, an eligible voter receives a ballot either in hard copy or electronically (via email or a web link).

8.4. Only one ballot paper is issued per election to an eligible voter.

8.5. Instructions on how to cast a vote are stipulated on the ballot, which is provided in hard copy or electronically.

8.6. The ballot includes the date of the election, when the election is conducted in a meeting; or the opening and closing date of the election, when the election is done electronically. For official purposes, the date stipulated as the deadline for submission of ballots is deemed to be the 'date of the election'.

8.7. Ballot papers are collected at the meeting or received in electronic format by the **Governance Administration Office**.

8.8. The online voting system should provide a digital ballot, which once completed converts the ballot into an election result.

8.9. Ballot papers received after the closing of an election are not considered.

8.10. The election process is conducted by the **Governance Administration Office**.

- 8.11. The number of votes per voter will depend on the available positions/vacancies. A single ballot will be issued for multiple votes in this case.

9. MINIMUM ATTENDANCE TO CONDUCT AN ELECTION

- 9.1. With respect to elections conducted at a meeting a majority of the eligible voters must be in attendance to confirm a quorum before an election can be conducted, except where the quorum requirements are specified differently in the VUT Institutional Statute or the Charter of a particular committee.
- 9.2. With respect to elections conducted electronically, all eligible voters receive a notification of an election and an invitation to cast their votes. It is understood that an eligible voter who fails to cast a vote and did not exercise the option to abstain from voting, by the closing date and time of the election, is excluded for quorum purposes.

10. BALLOTS

- 10.1. The following methods of ballots may be used:
- 10.1.1. Majority vote (first-past-the-post)
 - 10.1.2. Preferential voting (candidate ranking)
- 10.2. The Registrar determines the appropriate method.

11. VALIDATION

- 11.1. The Registrar has overall accountability and responsibility for the election process and must verify the election results before announcing the outcome/result(s).
- 11.2. The **Governance Administration Office**, on delegation from the Registrar, oversees that the processes and procedures are in compliance with the Rules of the University.

12. DECLARATION OF CONFLICT OF INTEREST

The declaration of conflict of interest will form part of the attendance register to be signed by all members in attendance at all the statutory committees.

13. RETENTION OF DOCUMENTATION

All documentation relating to a particular election process (including the nomination letters, ballot papers and result sheets) are stored for 12 months in the **Governance Administration Office**. Results from an election conducted on the online system are printed and stored/filed.

14. PROXY VOTES

- 14.1. A proxy refers either to the person appointed to represent another at a meeting or to the written instrument (e.g. for voting purposes) by which the person is appointed.
- 14.2. No proxy provision is made for the representation of a member or for voting purposes at any statutory governance structure or committee meeting.

15. ANNOUNCEMENT OF ELECTION RESULTS

- 15.1. The announcement of results is published by the Registrar when the electronic processing is completed and has been verified by the **Governance Administration Office**.
- 15.2. Only the name(s) of the elected person(s) are published. The actual number of votes is not published unless approved by the Registrar.

16. FILLING OF VACANT POSITION(S)

- 16.1. If a position, having been filled by an election, should become vacant within six months after the date of publication of the results, the vacant position will be filled by the next candidate in accordance with the election results for the remainder of the term.
- 16.2. If the vacancy arises after a six-month period, the vacancy will be filled by the normal process of nominations and elections.
- 16.3. In the case of panel selections, where a panel member is unavailable, the vacant position will be filled by the next candidate, but in accordance with the composition criteria as stipulated in the relevant Charter/Appointment Procedure/Appointment Process documents.

17. DEVIATION FROM THIS POLICY

A written request to deviate from this Policy will require the Registrar's approval.

Approval

Approved on:

Signed: _____
Administrator: Prof. I Rensburg

