

Stellenbosch University

Procedure to nominate, elect and appoint Convocation Members to serve on the Council and Institutional Forum

In the event of an inconsistency between different versions of this procedure, the English version prevails.

1. Application and scope

- 1.1. The Convocation must follow this process to nominate, elect and appoint members to the Council and Institutional Forum.¹
- 1.2. The Convocation must nominate candidates to serve on the Council² and the Institutional Forum.³
- 1.3. Only members of the Convocation may participate in and be eligible for nomination, election, and appointment to the Council or Institutional Forum.
- 1.4. Follow this process:
 - 1.4.1. to nominate and elect the members to serve on the Council and Institutional Forum (whichever is relevant)
 - 1.4.2. regardless of whether the nomination and election of the member(s) take place before or after the member's/members' current term in office expires.

2. Notice of election and call for nominations

- 2.1. The Secretary of the Convocation must notify the Registrar in writing of an upcoming vacancy in the Council or Institutional Forum before the term of the member ends or as soon as possible after an unscheduled vacancy arises. Should the Secretary fail to notify the Registrar within a reasonable time, the Registrar may act within their discretion and continue with the procedure.
- 2.2. The Office of the Registrar will electronically call for nominations from the members of the Convocation to nominate suitable candidates.
- 2.3. The Office of the Registrar must send the electronic call for nominations within a reasonable period before or when the term of the member serving on these bodies ends, or when an unscheduled vacancy arises.

3. Nominations and campaigning

- 3.1. Nominations will be open for 30 calendar days after the members have been notified electronically.
- 3.2. Members must forward nominations to konvokasie@sun.ac.za or submit them electronically through the designated portal. Members must submit nominations on the prescribed form.

¹ Institutional Statute Stellenbosch University Chapter 4 Section 49 (1)

² Institutional Statute Stellenbosch University Chapter 2 Section 6 (k)

³ Institutional Statute Stellenbosch University Chapter 2 Section 29 (2)(d)

- 3.3. A member can be nominated for election by one proposer. Four other members must second the nomination.
- 3.4. Nobody may sign a nomination form more than once, whether they propose or second a nomination. This means that the same person may not be a proposer and at the same time a seconder on the same nomination. The same applies to the person that is being nominated. That member may also not sign their own nomination as a proposer/seconder.
- 3.5. A nominated member must accept (on the request of the proposer) the nomination electronically in the prescribed format. A nominated member must include a vision statement and meet any other requirements in their acceptance, as indicated in the call for nominations and/or on the nomination form.
- 3.6. A member could be nominated for more than one vacancy on the Council or Institutional Forum, respectively, as applicable.
- 3.7. The member can only be appointed to one position. A member of the Convocation will be appointed to the position for which they have received the most votes as the successful candidate.
- 3.8. Once the member is appointed, all further nominations of that member fall away.
- 3.9. After the 30-calendar-day nomination period, the Registrar, or their delegate(s), will verify that the nominations and the participating members are valid. Nominations by non-members, or that do not comply with this procedure or requirements are invalid.
- 3.10. If the Registrar receives only one valid nomination per vacancy, no election will take place. In that case, the nominee will be appointed to the Council or Institutional Forum, as applicable. The Registrar will notify the Convocation of this.
- 3.11. If there are more valid nominations than vacancies, the Registrar will provide an electronic link to members to vote. All elections will be conducted electronically.
- 3.12. Nominated members may campaign through their personal social media accounts after the nominations have been published and during the elections until the elections are concluded. Candidates who use the SU logo, brand, database, or mailing list will be disqualified as candidates.

4. Voting

- 4.1. Voting will take place on an online platform.
- 4.2. Members have ten (10) calendar days to cast their vote digitally as a once-off.
- 4.3. Members can vote online for one candidate per vacancy.
- 4.4. Nobody may vote on behalf of another member.
- 4.5. By voting online the member assumes responsibility for compliance with the election rules. Transgression of the rules amounts to fraud and is a criminal offence. The Internal Audit function may investigate all cases where fraud is suspected, and it may lead to criminal prosecution.

5. Announcement

- 5.1. The member who receives the most votes for the position they stood for will be considered the successful candidate and appointed in the relevant position.

- 5.2. The Registrar will announce members appointed to the Council or Institutional Forum, as applicable.
- 5.3. After the election, the Registrar will inform the successful candidate(s) that they have been appointed to Council or the Institutional Forum, as applicable, and will announce their appointment to Convocation.
- 5.4. The Registrar will inform unsuccessful candidates within a reasonable time.

Approved ECC 24 May 2021