

Stellenbosch University

Procedure to nominate and elect the Convocation Executive Committee

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

1 Purpose and objectives of the Convocation Executive Committee

The Convocation Executive Committee helps the Convocation achieve its objective and perform its functions. It gives effect to decisions of the Convocation.¹

2 Application and scope

2.1 Follow this process

2.1.1. to nominate and elect the Convocation Executive Committee.

2.1.2. regardless of whether the nomination and election of the Convocation Executive Committee member(s) take place before or after the member's current term in office expires.

2.2 Only members of the Convocation may participate in and be eligible for nomination and election to the Executive Committee.

3 Notice of election and call for nominations

3.1 The Secretary of the Convocation must notify the Registrar in writing of an upcoming vacancy in the Convocation Executive Committee ninety days before the term of the member ends or as soon as possible after an unscheduled vacancy arises.

3.2 The Office of the Registrar will electronically call for written nominations from the members of the Convocation to elect suitable candidates.

3.3 The Office of the Registrar must send the call for nominations in time to ensure that the election is held as soon as possible before the vacancy arises or as soon as possible after an unscheduled vacancy arises.

4 Nominations and campaigning

4.1 Nominations will be open for thirty (30) days after the members have been notified electronically.

4.2 Members must forward nominations to konvokasie@sun.ac.za or submit them electronically through the designated nomination and election portal as applicable. Members must submit nominations on the prescribed form.

4.3 A member must be nominated for election by one proposer. Four other members must second the nomination.

4.4 Nobody may sign a nomination form more than once whether they propose or second a nomination or are nominated. 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

¹ Institutional Statute Stellenbosch University Chapter 4 Clause 51(6)

is being nominated. That member may also not sign his/her own nomination as a proposer/seconded.

- 4.5 A nominated member must accept the nomination and must include a vision statement in his/her acceptance, as indicated on the nomination form.
- 4.6 A member could be nominated for more than one vacancy on the Convocation Executive Committee. The member can only be appointed to one position. Once the member is appointed, all further nominations of that member fall away.
- 4.7 A member is appointed to the position for which they have received the most votes.
- 4.8 After the 30-day nomination period, the Registrar, or their delegate, will verify that the nominations and participating members are valid. Nominations by non-members are invalid.
- 4.9 If the Registrar receives only one valid nomination per vacancy, no election will take place. In that case, the Registrar will inform the members of the Convocation that the candidates will serve on the Executive Committee.
- 4.10 If there are more valid nominations than vacancies, the Registrar will provide an electronic link to members to vote.
- 4.11 Nominated members may campaign through their personal social media platforms 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.

5 Voting

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

6 Announcement of Convocation Executive Committee

- 6.1 After the election, the Registrar will inform the successful candidate(s) that they have been appointed and will announce their appointment to the members of the Convocation.
- 6.2 The Registrar will inform unsuccessful candidates within a reasonable time.