

DRAFT: INTERIM RULES FOR THE NOMINATION AND ELECTION OF THE PRESIDENT OF THE CONVOCATION.

1. Profile of the President of Convocation

- 1.1 The President of the Convocation is nominated and elected from among the members of the Convocation by the Convocation.
- 1.2 A member of the Convocation is eligible for election to the office of the President if s/he has been a member of the Convocation for at least 10 years.
- 1.3 The President of the Convocation holds office for a period of four years, commencing on the conclusion of the election process through which s/he was elected.
- 1.4 A person shall not be elected to serve more than two terms as President. The two terms of office may be consecutive.

2. Nomination Process

- 2.1 The Registrar determines the starting and closing date for the nomination of the President of Convocation.
- 2.2 The notices for nomination are advertised in appropriate media platforms, including the UFS website 14 working days before the closing date for nominations.
- 2.3 Nominations in writing and on the applicable nomination form, together with the written acceptance of such nominations, must be lodged with the Registrar by the closing date.
- 2.4 To be valid, each nomination must be:
 - (i) submitted to the Registrar on the applicable nomination form, which shall accompany the notice;
 - (ii) completed in full, including: the identity numbers, the titles, full names and signature of the nominator, two seconders and the nominee (all of whom must be members of the Convocation), indicating acceptance of the nomination;
 - (iii) must be accompanied by a motivation from the nominator in support of the nominee;
 - (iv) must be accompanied by a brief curriculum vitae and a photo of the nominee, and
- 2.5 Late and incomplete nominations forms will not be accepted.
- 2.6 If only one nomination is received, that person is declared duly elected, subject to the outcome of the background checks and screening process.
- 2.7 If more than the required number of candidates are nominated an election will be held.
- 2.8 Before the election process, all the nominated candidates will undergo a background and screening process and thereafter the names of the nominated candidates will be published, together with their brief CVs and photos before the voting processes.

3. Election process

- 3.1 The Registrar will inform the members of the Convocation of the election by means of a Notice, which will include the details of the electronic voting website, and allow 14 working days for members to vote, calculated from the date of the publication of the Notice.
- 3.2 Each member of the Convocation will have one vote and will vote for only for one candidate.
- 3.3 Electronic voting process shall be conducted by an independent external service provider appointed by the University for this purpose.
- 3.4 The University shall appoint an external audit company to audit the nomination and election process before the announcement of the results.

4. Publication of results

At the conclusion of the election, the Registrar must announce the result within 2 working days of the election.

5. Matters considered and approved by Management

- 5.1 Appointment of an independent service provider to conduct nominations and election of nominated candidates.
 - 5.2 Approval of an interim committee to run the nomination and election process.
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