

ANNEXURE B: CSRC ELECTION PROCEDURE

1. DEFINITIONS

In this Election Procedure, terms and definitions of the Constitution shall apply as defined in this Constitution, unless the context requires otherwise, and terms and definitions as set out in this Election Procedure shall have the following meanings assigned to them:

“Acceptance of Nomination Form”	The Form prescribed by the ELC to be completed by a candidate wishing to be elected to the Elective Portfolios;
“Acceptance of Occupancy Letter”	A Letter as prescribed by the ELC submitted by the candidate nominated to hold an Ex Officio Portfolio seat on behalf of a Student Council;
“Campaign Meetings”	Official gatherings preceding any CSRC Election, focusing on providing candidates with a campaign platform;
“Chief Election Administrator”	The Chief Election Administrative Officer responsible for CSRC Elections as contemplated in paragraph 4.2 of this Annexure;
“Demarcated area”	The Demarcated Area of a Voting Station shall comprise a 50 (FIFTY) metre radius immediately surrounding the voting station or as determined by the Chief Election Administrator;
“ELC”	The CSRC Elections Logistics Committee as contemplated in paragraph 4.1 of this Annexure;
“Election Manifesto”	The Statement of Policy and Intent by a candidate standing for a First-Past-The-Post seat in the CSRC;
“Election Procedure”	This Election Procedure set out in this Annexure;
“Election Timetable”	The official Timetable for the annual CSRC Elections as contemplated in paragraph 5 of this Annexure;
“Nomination Form”	The Form prescribed by the ELC to be completed by the Nominator nominating a candidate for election to an Elective

Portfolio;

“Nomination Resolution”

The Form prescribed by the ELC to be completed and signed by the relevant Student Council (and all constituents of the Student Council, where applicable) authorising and nominating their Chairperson as the candidate to hold an Ex Officio Portfolio on behalf of the relevant Student Council;

“Nominator”

A Student nominating a candidate to stand for a specific First-Past-The-Post seat;

“Second”

The Support of the Nomination of a candidate to stand for a specific First-Past-The-Post seat by Students, with the name, student number and signature of each supporting Student, with **“Seconded”** having a similar meaning; and

“Secondment Form”

The Form prescribed by the ELC to be used for the collection of information and signatures of all Students that Second a Candidate for election for an Elective Portfolio.

2. PURPOSE

To provide a framework for the election of CSRC Members to the CSRC on an impartial, unbiased and independent basis.

3. OBJECTIVES

To ensure that the CSRC Election proceedings of the respective campuses of the UFS proceed in a constitutional, democratic and orderly fashion.

4. ELECTION STRUCTURES

4.1. CSRC Elections Logistics Committee (ELC)

4.1.1. The ELC is a body of persons appointed by the Dean of Student Affairs in consultation with the incumbent CSRC, with the purpose of managing and overseeing the logistical arrangements of the annual CSRC Elections, promoting voter participation and declaring the results of the CSRC

Elections.

- 4.1.2. The ELC may consist of employees of the UFS and/or independent third parties as deemed appropriate by the UFS in consultation with the ISRC.
- 4.1.3. The ELC shall be constituted by the Dean: Student Affairs and the Secretary of the CSRC in April of each year in order to allow the ELC to commence the process for CSRC Elections in that year.
- 4.1.4. The ELC shall be entitled to establish procedures for its functioning in accordance with its mandate and shall implement a Code of Conduct for ELC staff assisting the ELC with the conducting of CSRC Elections.
- 4.1.5. The ELC must ensure the execution of CSRC Elections in an independent and unbiased manner and ensure that the elections are free and fair.

4.2. Chief Election Administrator

- 4.2.1. The ELC must, in consultation with the Dean: Student Affairs, ensure the appointment of the Chief Election Administrator for the CSRC Elections.
- 4.2.2. The Chief Election Administrator has the final responsibility for the management and operation of the CSRC elections and the declaring of results flowing from the CSRC Elections.

5. ELECTION TIMETABLE

- 5.1. As soon as possible following the March meetings of Council, the ELC, in consultation with the ISRC, shall approve an Election Timetable for the annual SRC Election and the CSRC shall notify all Associations, Governance Structures and Residence Committees of the approved Election Timetable.
 - 5.2. The proposed Election Timetable shall contain specific dates for at least the following items:
 - 5.2.1. Opening and Closing of Nominations;
 - 5.2.2. Announcement of Nominations;
 - 5.2.3. Commencement and Duration of Campaign Period by Nominated Candidates;
 - 5.2.4. Date of CSRC Elections; and
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5.2.5. Proposed Commencement Date of the new CSRC Term.

5.3. All CSRC Election Procedures must strictly follow the approved Election Timetable. Amendments to the proposed Election Timetable by the ELC may happen only in exceptional circumstances and upon prior consultation with the ISRC, and the ISRC shall notify all Associations, Governance Structures, Residence Committees and duly nominated candidates of the amended Election Timetable.

6. NOMINATION PROCEDURES

6.1. Nominations

6.1.1. Any candidate meeting the Eligibility Requirements may stand on an independent basis or as a representative of a registered Campus Association and be nominated for any of the First-Past-The-Post seats. To stand for any of the First-Past-The-Post seats, the candidate must have been nominated by a Nominator and Seconded by Students on the following basis:

6.1.1.1. For the position of President of the CSRC: A Nominator nominating the candidate for the position of President, together with the Secondment of 200 (TWO-HUNDRED) Students currently registered on the Campus for which the candidate would like to contest the position of President.

6.1.1.2. For the position of Vice-President of the CSRC: A Nominator nominating the candidate for the position of Vice-President, together with the secondment of 200 (TWO-HUNDRED) Students currently registered on the campus for which the candidate would like to contest the position of Vice-President.

6.1.1.3. For the Elective Portfolios (excluding the positions of President and Vice-President): A Nominator nominating the candidate for the specific Elective Portfolio, together with the secondment of 100 (ONE-HUNDRED) Students currently registered on the campus for which the candidate would like to contest the position.

6.1.2. A candidate meeting the Eligibility Requirements may be nominated for an Ex Officio Portfolio based on a nomination by the Student Council s/he represents.

6.1.3. Candidates may only be nominated for and stand for one portfolio during a single electoral period.

6.2. Opening of Nominations

- 6.2.1. On a date as determined in the Election Timetable, the Office of the Dean: Student Affairs shall issue notices to all Associations, Governance Structures and Residence Committees, as well as notify the Student Community through the media function of the CSRC that nominations for CSRC Elections for the next CSRC Term have been opened.
- 6.2.2. The notice shall state:
- 6.2.2.1. The closing date for submission of nominations (as per the Election Timetable);
 - 6.2.2.2. The procedure for nominating candidates for Elective Portfolios;
 - 6.2.2.3. The procedure for nominating candidates for Ex Officio Portfolios; and
 - 6.2.2.4. The venue and format for the submission of nominations for Elective Portfolios and Ex Officio Portfolios to the ELC.

6.3. Nominations for First-Past-The-Post Seats:

To be nominated for any of the First-Past-The-Post seats, a candidate must submit the following information to the ELC:

- 6.3.1. A Nomination Form signed by the Nominator indicating the First-Past-The-Post seat for which the candidate is nominated;
- 6.3.2. An Acceptance of Nomination Form signed by the candidate and indicating the willingness of the candidate to stand for the seat, including an undertaking by the candidate to be bound by any Electoral Code of Conduct issued by the ELC and the ISRC Constitution, as well as a declaration by the candidate that s/he meets the Eligibility Requirements;
- 6.3.3. A copy of the page of the candidate's ID Book on which the candidate's photo, name and ID number appear;
- 6.3.4. A comprehensive Curriculum Vitae of the candidate;
- 6.3.5. The Election Manifesto of the candidate; and
- 6.3.6. A Secondment Form on which the required information and signatures of Students that Second the candidate appear.

6.4. Occupancy of Ex Officio Portfolio Seats

To occupy any of the Ex Officio Portfolio seats, the relevant Student Council must submit the following information to the ELC:

- 6.4.1 A Nomination Resolution signed by the Secretary of the relevant Student Council (and all constituents of the Student Council, where applicable) authorising the candidate to occupy the Ex Officio Portfolio seat on behalf of the Student Council, including a declaration by the Secretary of the relevant Student Council that the nominee meets the Eligibility Requirements;
- 6.4.2. An Acceptance of Occupancy Letter signed by the nominee and indicating the willingness of the nominee to hold the seat on behalf of the relevant Student Council, including an undertaking to be bound by the SRC Constitution;
- 6.4.3. A copy of the page of the candidate's ID Book on which the candidate's photo, name and ID number appear; and
- 6.4.4. A comprehensive Curriculum Vitae of the candidate.

6.5. Retention of Submitted Nominations

- 6.5.1. The ELC shall receive and retain in its safekeeping all submitted nominations for CSRC Elections until the completion of all Election proceedings.
- 6.5.2. The ELC shall keep the submission of nominations by candidates confidential until the formal announcement thereof by the Chief Election Administrator in accordance with this Election Procedure.

6.6 Review and Correction of Nominations

- 6.6.1. The ELC shall not receive candidate nomination submissions that are materially incomplete.
- 6.6.2. The ELC shall review all nomination submissions received to determine whether the candidate meets the submission requirements for his/her specific portfolio. Where the ELC determines an inconsistency or suspects the reliability of information provided, the ELC must take all necessary steps to confirm the validity of the information. Where the ELC cannot reach a decision as to the acceptability of a nomination submission, it must refer the submission to the Dean of Student Affairs for a decision regarding acceptability.

6.6.3. Where the ELC, having received a nomination prior to the closing date for nominations, determines that the nomination submitted by a candidate does not meet all the nomination requirements for the specific seat for which the candidate is nominated, the ELC must immediately inform the candidate of the shortcomings and request the candidate to correct its submission up until 24 (TWENTY-FOUR) hours after the closing date for nominations. Up until the expiry of the 24 (TWENTY-FOUR) hour period after the closing time for nominations, the ELC shall accept the corrected nomination submitted by the candidate, despite being submitted after the closing time for nominations, and such a corrected nomination submission shall be deemed to have been validly submitted.

6.7. Insufficient Nominations

Where, upon the closing time for nominations, the ELC determines that:

- 6.7.1. No nominations have been received for certain CSRC seats, but nominations have been received for at least 55% (FIFTY-FIVE PERCENT) of the total CSRC seats available for election, then the ELC may extend the nomination period for such a period of time it deems appropriate to encourage further nominations for the outstanding seats. This period may not exceed 72 (SEVENTY-TWO) hours. After the expiry of such an extended nomination period, the ELC will continue with the CSRC Election, irrespective of whether there are seats for which no nominations have been received. Any CSRC vacancies in the next CSRC Term shall be reallocated by the new CSRC; or
- 6.7.2. Nominations for less than 55% (FIFTY-FIVE PERCENT) of the total CSRC seats available for election have been received, the ELC may, in consultation with the ISRC, extend the nomination period in accordance with paragraph 6.7.1, or suspend the CSRC Elections to allow the incumbent CSRC to promote Student candidacy and engage with Student Councils to ensure nominations are submitted. The ELC and the CSRC will agree on the necessary amendments to the Election Timetable to allow the CSRC to perform these actions.

6.8 Announcement of Nominations

- 6.8.1. After the closing of nominations, and where the ELC continues with the CSRC Elections, the Chief Election Administrator shall announce the list of candidate submissions for each CSRC seat.
- 6.8.2. A list of candidate submissions, together with their Election Manifestos (where applicable) shall be handed to the IRAWA for publication in an Election issue of the IRAWA, together with details of the Election Timetable and relevant aspects of the Election Procedure applicable to voting by Students.
- 6.8.3. Additionally, the ISRC shall ensure that the Election Timetable and necessary aspects of the voting

procedure for CSRC Elections are posted on notice boards across the respective Campuses of the UFS and on the UFS and/or CSRC website, as well as broadcast on a periodic basis on Kvsie FM up to the Election day to allow for maximum voter awareness and voter education.

- 6.8.4 All nominated candidates of First-Past-The-Post seats shall be required to attend a compulsory preparatory workshop presented by the ELC to prepare candidates for the process of campaigning.

7. CAMPAIGNING

- 7.1. Following the close of nominations, nominated candidates for First-Past-The-Post seats shall follow a structured programme of campaigning in accordance with the Election Timetable.
- 7.2. Through campaigning, candidates shall have an opportunity to address the Student Community, present their Election Manifestos and canvas Student votes for the upcoming CSRC Elections.
- 7.3. All candidates for First-Past-The-Post seats must attend and participate in official Campaign Meetings according to the rotation schedule established by the ELC.
- 7.4. During Campaign Meetings, candidates shall be afforded the opportunity to present their Election Manifestos and engage in debates. Students shall also have the opportunity to pose questions to candidates and engage with candidates in respect of their Election Manifestos.
- 7.5. The ELC, jointly with the CSRC, shall arrange a Chairperson for each Campaign Meeting to ensure that Campaign Meetings proceed in an orderly and fair manner, allowing all candidates an equal opportunity to make representations, debate issues and answer questions from the Student community and other candidates.
- 7.6. The ELC may adopt additional campaigning rules as it deems necessary and appropriate to ensure a free, equal and democratic campaigning process.
- 7.7. No formal or informal campaigning shall be permitted within a 50 (FIFTY) metre radius of any polling station. Campaigning shall close on the last day prior to the CSRC Elections, whereafter no candidate or the Organisation they represent may be involved in any formal or informal campaigning for votes on any UFS platforms.

8. ELECTION PROCEDURES

8.1. Election Date

The date of the CSRC Election shall be established in the Election Timetable.

8.2. Election Hours

Ballot boxes shall be open for voting from 07:00 am to 21:00 pm on the date of the CSRC Election.

8.3. Ballot Boxes

The ELC shall use sealable ballot boxes for the collection of voter ballots.

8.4. Voting Stations

The ELC shall place and ensure the operation of at least 1 (ONE) voting station on each Campus for the CSRC Election.

8.5. Ballot

8.5.1. The ELC shall determine the format of the ballot for a CSRC Election and must ensure that sufficient ballots are available at each voting station to allow all Students to vote.

8.5.2. Ballots must contain the names of all nominated candidates for First-Past-The-Post seats against the Elective Portfolios for which the candidates stand, together with a space for the Student to mark his/her vote for a candidate under each Elective Portfolio seat. The name of the registered Student Association under which a candidate may have chosen to run shall be placed on the ballot underneath the name and surname of the candidate.

8.6. Voting

8.6.1. Voting for candidates for First-Past-The-Post seats shall take place confidentially by means of a secret ballot.

8.6.2. A Student shall only be entitled to vote once, through the submission of a ballot at any voting venue, and shall only be entitled to vote for one candidate per portfolio.

- 8.6.3. All voting venue stations shall be staffed for the duration of the CSRC Election by 2 (TWO) or more Election officers appointed by the ELC.
- 8.6.4. Voters shall follow the following voting procedure, which shall also be clearly displayed at each voting station:
- 8.6.4.1 A Student must present his/her valid Student card to an Election Officer at the voting station;
 - 8.6.4.2 The Election Officer shall verify the student card and mark the left-hand thumb of the Student with indelible ink. The ELC may also, in consultation with the ISRC, determine a procedure to be followed in the case where a voter cannot receive a mark as prescribed;
 - 8.6.4.3 The Election Officer shall issue an official ballot and communicate to the Student that the Student must vote for 1 (ONE) candidate under each portfolio. A ballot shall be deemed official if it can be identified by means of an official ELC stamp or official mark;
 - 8.6.4.4 The Election Officer shall direct the Student to the voting booth, where the Student shall cast his/her secret vote by correctly marking the ballot. No changes may be made to the ballot by a voter; and
 - 8.6.4.5 The Student shall not hand the ballot back to the Election Officer, but shall deposit the folded ballot paper in the ballot box identified by the Election Officer.
- 8.6.5 No Student (including any Candidate) may linger unnecessarily within the demarcated electoral area after voting, or at any time interfere with the voting process or the tasks of the Election Officers, or influence or intimidate any other Student. Any transgression of this requirement shall immediately be brought to the attention of the Campus authorities, who may take the necessary lawful steps to remove the Student from the voting station area. If a transgression is deemed to be of a sufficiently serious nature, the ELC may inform the UFS of the conduct of the Student, together with a recommendation that further disciplinary steps be taken against the Student.
- 8.6.6 The ELC may adopt additional voting measures as it deems necessary and appropriate to ensure a free and fair CSRC Election, including voting by electronic means and the electronic counting of ballots.

8.7. Opening of Ballot Boxes

- 8.7.1. Immediately following the close of CSRC Elections, the ELC will remove all ballot boxes from the voting venues and take them to a secure location identified by the ELC for the counting of votes.
- 8.7.2. Only the Chief Election Administrator may break the seal of the ballot boxes at the location for the counting of votes.
- 8.7.3. 1 (ONE) Student Representative and 1 (ONE) representative from a recognised UFS Student Organisation with a candidate represented on the electoral ballot may attend the opening of ballot boxes and the counting of votes by the ELC, but may not interfere, comment on or compromise the integrity of the process or the execution of the functions of the ELC. Any transgression of this requirement shall immediately be brought to the attention of the Campus authorities who may take lawful steps as deemed necessary to remove the person from the counting area. If a transgression is deemed to be of a sufficiently serious nature, the ELC may inform the UFS of the conduct of the person, together with a recommendation that further disciplinary steps be taken against the person.

8.8. Counting of votes

- 8.8.1. After the opening of the ballot boxes, the ELC shall count the votes in accordance with the ELC procedure for the counting and verifying of votes.
- 8.8.2. The ELC shall remain sequestered until the counting of all votes has been concluded and verified by the ELC.
- 8.8.3. In counting the votes, the ELC shall determine the candidate for each portfolio receiving the highest number of valid votes, as well as the second and third runner-up candidates.

8.9. Spoilt Votes

- 8.9.1. The ELC, in counting votes, shall not take into account spoilt ballot papers in determining the votes received for each candidate for a portfolio.
- 8.9.2. A vote shall be spoilt if:
 - 8.9.2.1. A ballot contains no ELC Election stamp;
 - 8.9.2.2. A ballot is unclear as to the votes exercised by a Student;
 - 8.9.2.3. A ballot has been changed or defaced; or
 - 8.9.2.4. A Student has voted for 2 (TWO) or more candidates in a single portfolio.

8.10. Election Quorum

8.10.1. At least 25% (TWENTY-FIVE PERCENT) of the total undergraduate Student population¹ at the respective Campuses of the UFS must vote in a CSRC Election in order for the CSRC Election to be valid.

8.10.2 Where the quorum requirement has not been met, the Rectorate, in consultation with the ISRC, shall determine whether to launch a re-election, including publishing an amended Election Timetable for such a re-election or, where the possibility of achieving a quorum through re-election is determined to be remote on good grounds, the Vice-Chancellor of the institution may make such a determination as may be deemed be in the interests of the UFS.

8.11. Announcement of Results

8.11.1. Subject to paragraph 8.10, as soon as possible after the conclusion and verification of results by the ELC, the Chief Election Administrator shall announce the results at the counting venue and issue a formal confirmation of the results of the CSRC Election.

8.11.2. The candidate receiving the highest number of valid votes for each portfolio shall receive that Elective Portfolio for the next CSRC Term.

8.12. Equality of Votes

8.12.1. If 2 (TWO) or more candidates for a portfolio receive an equal number of valid votes, the Chief Election Administrator must hold a by-election in respect of only those portfolios where the votes have been tied, within 7 (SEVEN) days of the announcement of results. The provisions of this Election Procedure shall apply (with appropriate amendments) to the holding of such by-elections by the ELC.

8.12.2. The Chief Election Administrator shall not announce the results of the CSRC Election until the by-election has been finalised and the results have been determined.

8.13. Revision of Results

8.13.1. In the event that any person contests the results of the CSRC Election (including any by-election), an application for revision of the results, containing the grounds for contesting the results,

¹ AT the SSC dated, 25 April 2018, it was proposed that the 25% should be on the voter's roll. However, to establish a voter, students would have to register to vote as in the national elections, something that may not necessarily happen, considering the nature of the SRC elections. Against this backdrop, we propose that the rectorate retains and approves this section in its original form.

must be submitted to the Chief Election Administrator within 24 (TWENTY-FOUR) hours after the announcement of the Election results.

8.13.2. The Chief Election Administrator shall review the application and issue its finding within 24 (TWENTY-FOUR) hours upon receipt of the application.

8.13.3. Where the applicant disputes the finding of the Chief Election Administrator, the applicant shall be entitled to refer the matter within 48 (FORTY-EIGHT) hours of receipt of the decision to the Dean: Student Affairs. The decision of the Dean: Student Affairs shall be final.

8.14. Retention of Records

8.14.1. Ballot papers and candidate nomination submissions shall be held in safekeeping by the ELC until any process for the revision of Election results in accordance with paragraph 8.13 has been concluded, after which all ballot papers and submissions shall be destroyed confidentially.

8.14.2. The Chief Election Officer shall compile a written record regarding the conducting of the CSRC Election (including any by-elections), the determination of results and the outcome of any revision of results. This record shall be issued to the UFS and new CSRC for safekeeping for the duration of the new CSRC Term.

8.15. Commencement of CSRC Team

8.15.1. Following the conclusion of CSRC Election, which shall include the finalisation of any process of revision of the election results, the Chief Election Administrator shall, within 10 (TEN) days of such finalisation, confirm the appointment of the CSRC Members for the Elective Portfolios (elected on a First-Past-The-Post basis) and the Ex Officio Portfolios (elected by way of nomination of their respective Student Councils), as well as indicate the date of commencement of the new CSRC Term for all elected CSRC members.

8.15.2. The CSRC Term of outgoing CSRC members shall terminate on the date of commencement of the new CSRC Term.

9. UNBECOMING CONDUCT

9.1. Where any candidate for CSRC Elections commits a breach of this Election Procedure or is guilty of conduct unbecoming of a candidate standing for a position of authority, the Chief Election Administrator may announce the withdrawal by the ELC of the candidate from the CSRC Elections.

- 9.2.** Where the candidate disputes the finding of the Chief Election Administrator, the candidate shall be entitled to refer the matter within 48 (FORTY-EIGHT) hours of such an announcement to the Dean: Student Affairs. The decision of the Dean: Student Affairs shall be final.

10. AMENDMENT

Any amendment of this Election Procedure shall be conducted in accordance with paragraph 25 of this Constitution. This does not detract from the authority of the ELC to develop Election Procedures and protocols within its mandate as established by this Election Procedure for the execution of the objective of this Election Procedure.