

# INSTITUTIONAL RULES FOR THE ELECTION OF THE PRESIDENT OF THE CONVOCATION OF THE UNIVERSITY OF PRETORIA

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## 1. OBJECTIVE

The aim of this document is to provide guidelines with regard to the procedure to be followed in respect of the election of a new President of the Convocation of the University of Pretoria upon the expiry of the term of office of the previous President of the Convocation.

## 2. BACKGROUND

2.1 Paragraph 46 of the Statute of the University of Pretoria, 2018 (“the Statute”) provides as follows with regards to the position of the President of the Convocation:

- “(1) *There shall be a President of the Convocation who shall be elected by the Convocation from among its number for a period of five years: Provided that the retiring President shall be eligible for re-election.*
- (2) *The President’s term of office is terminated –*
  - (a) *if he or she is sequestered;*
  - (b) *if he or she is found guilty of a crime that in the exclusive opinion of the Council is of such a serious nature that his or her continued membership of the Convocation is not desirable;*
  - (c) *if he or she reaches the age of 75 years.*
- (3) *If the office of President becomes vacant, the Principal shall act as President until the Convocation elects a successor.”*

2.2 Paragraph 47 of the Statute provides as follows with regards to the election of the President of the Convocation:

- “(1) *The election of the President of the Convocation shall take place in accordance with the procedure provided for in the Institutional Rules.”*

- 2.3 In accordance with paragraph 45 of the Statute, the Convocation consists of all persons who immediately before the commencement of the Statute were members of the Convocation of the University; the Principal, the Vice-Principals, the Executive Directors, the Registrar, the Deans of faculties, the permanent academic employees of the University, professors emeriti, other retired academic employees and such other persons as the Council may determine; as well as all other persons who have obtained a qualification, as approved by Senate and Council, from the University.
- 2.4 The Registrar has oversight of the roll of Convocation members. The Alumni Office of the Department of University Relations will maintain and update the roll and it is incumbent upon every member of the Convocation to notify the Alumni Office of any change in his or her contact details.
- 2.5 The members' list is conclusive evidence of membership of the Convocation and only a person whose name appears on the members' list at the time of his or her claiming a right to vote as a member of the Convocation is entitled to vote.

### **3. ROLE OF THE PRESIDENT OF THE CONVOCATION**

- 3.1 The President of the Convocation will be Chairperson of the Convocation Advisory Board (ex officio) and as such will collaborate closely with the Vice-Chancellor and Principal.
- 3.2 The President of the Convocation will serve on the Council of the University of Pretoria (ex officio) as one of the four Convocation members on Council.
- 3.3 The President of the Convocation will cooperate with the Registrar and will facilitate the process followed for the election of the three remaining Convocation members on Council by the Convocation from amongst the members of the Convocation.
- 3.4 The President of the Convocation must be in good standing with the University. Any person who is not in good standing with the University shall not be eligible for appointment, election, reappointment or re-election as President of the Convocation. This implies that such person must be regarded as having complied with all his or her financial obligations and not be subject to any form of sanction or disciplinary censure.
- 3.5 The President of the Convocation must not currently be in the employ of the University or any other university, or a registered student at the University of Pretoria or any other public or private higher education institution with a campus in South Africa, or a member of another university's council and/or formal alumni/convocation governance structures.
- 3.6 The President of the Convocation must furthermore comply with the provisions contained in paragraph 46(2) of the Statute of the University of Pretoria, 2018.
- 3.7 The position of President of the Convocation is voluntary without any remuneration attached.

#### **4. PROCEDURES: ELECTION OF A PRESIDENT BY THE MEMBERS OF THE CONVOCATION**

The Registrar acts as electoral officer and has oversight of the nomination and election processes related to the election of the President of the Convocation. The Office of the Registrar will be supported by the Alumni Relations Office and such other staff as may be required.

##### **4.1 Notice of meeting or election and call for nominations**

4.1.1 Whenever the Convocation has to elect a President, the Registrar calls for written nominations from the members of the Convocation for suitable candidates to be elected as President of the Convocation for a period of five (5) years in the press and in any other appropriate way.

4.1.2 The methods employed for calling for nominations for the purpose of electing a President include the following:

- Advertisement in the national press
- UP web/Alumni website
- Email to all members of the Convocation.

4.1.3 The call for nominations for the position of the President of the Convocation must be publicised as widely as possible amongst all stakeholder groups. If, in the opinion of the Executive, the call for nominations has failed to elicit a satisfactory response in terms of the representivity of the pool of candidates, it may request that the call for nominations be repeated. In the event that the call for nominations has been repeated, the election will continue irrespective of the outcome. In circumstances where the call for nominations is repeated, all candidates who had been duly nominated in the first round of nominations, will remain part of the pool of candidates eligible for election.

##### **4.2 Nominations**

4.2.1 Only members of the Convocation of the University of Pretoria may participate in the nomination and election process.

4.2.2 All nominations must be in writing and lodged with the Registrar at least three weeks, or such longer period as may be deemed appropriate, before the commencement of voting.

4.2.3 The closing date for the submission of nominations is at 16:00 on the date determined by the Registrar.

4.2.4 No person may sign more than one nomination form whether as a proposer or as seconder.

4.2.5 The Registrar must ensure that nomination forms and all relevant information are accessible on the UP website and can be provided on request, provided that reasonable notice is given.

- 4.2.6 The nominated candidates must comply with the applicable criteria for election as President of the Convocation as set out in the Statute of the University of Pretoria (see Chapter 9 of the Statute), as well as paragraphs 3.4 and 3.5 of these Rules.
- 4.2.7 Each nomination must be signed by at least four (4) members of the Convocation. The nominations must be in writing and accompanied by an abridged CV of the nominee, his/her written acceptance of the nomination as well as written consent that his/her information may be published on the UP and/or Alumni website. Full contact details of the nominee and the person nominating the candidate must be provided.
- 4.2.8 The abridged CV of the candidate must indicate the degree/s obtained and the date/s upon which such a qualification/s were obtained, as well as an indication of the current position (work) the candidate holds and may, *inter alia*, be used for the ballot paper.

### 4.3 Voting

- 4.3.1 If, after a second call for nominations, only one person is nominated, the Registrar shall immediately declare such person to be duly elected and no further voting process is required.
- 4.3.2 If more than one person is duly nominated, the members of the Convocation will elect a President by means of the process set out in paragraph 4.3.3 below.
- 4.3.3 Voting by means of an electronic voting system supplemented by a paper-based system (if required):
- (a) The Registrar shall act as the electoral officer and will be supported by staff of the University as required.
  - (b) Voting may take place by means of an electronic voting system supplemented by a paper-based system (if required). The decision whether to have an electronic voting process only or an electronic voting process supplemented by a paper-based process will be made by the Executive, taking into consideration the technical difficulties, logistical issues and costs.
  - (c) If the Executive decides on a combination of an electronic and paper-based voting process, the following four methods will be employed to cater for the different needs of members of the Convocation:
    - (i) Electronic voting on the UP web following the instructions set out on the UP web.
    - (ii) Sending ballot papers via email to members of the Convocation on the Alumni database with working email addresses.

- (iii) Making ballot papers available on the UP web which can be downloaded, completed and returned as set out below.
  - (iv) A facility will be established to which members of the Convocation can direct enquiries and from which ballot papers can be obtained. The ballot papers can be completed and returned as set out below.
- (d) If the Executive decides on an electronic process only, subparagraphs (ii) to (iv) above will not apply.
  - (e) The Registrar must ensure that, if applicable, ballot papers as well as all relevant information are accessible on the UP web or can also be provided on request, provided that reasonable notice is given.
  - (f) No person may vote more than once via the various processes employed whether electronic or paper-based. The Registrar must ensure that only eligible voters participate in the election. No proxies will be allowed.
  - (g) Voting officially begins on a date determined and announced by the Registrar. If applicable, the electronic voting facility created on the UP website will go live at 09:00 on such date, while the facility will be shut down at 16:00 on the announced closing date.
  - (h) All votes cast via the UP website in a web-based voting process will be recorded electronically on a UP database.
  - (i) In the case of a partially paper-based voting process, ballot papers that are received by post, fax, or are scanned and emailed, or which are delivered by hand before the announced closing date will be processed.
  - (j) In the case of a combined voting process, the results of the web-based and paper-based voting process will be tallied.
  - (k) Ballot papers must contain the voter's full names, surname, date of birth and ID number as well as cell phone and/or telephone number. Ballot papers that are received by post, fax, or are scanned and emailed, or which are delivered by hand, must also contain the signature of the voter.
  - (l) In cases where duplication is identified (a voter voting twice), affected ballots will not be taken into account at all.
  - (m) After voting has closed, the various voting totals will be finalised and verified in a manner deemed appropriate by the Registrar. The Registrar may secure the services of the University's co-sourced internal auditors to assist in this process.
  - (n) The results are made public by the Registrar at a time and place he or she deems appropriate.

## 5. CONFIDENTIALITY OF VOTING

- 5.1 Access to all the personal information obtained via the voting process is restricted to a limited number of staff members and the UP co-sourced internal auditors and is used purely for administrative and verification purposes.
- 5.2 Such staff members and auditors will undertake to maintain strict confidentiality at all times.

## 6. REVIEW OF INSTITUTIONAL RULES

These rules shall be reviewed every five (5) years or otherwise whenever deemed necessary during the intervening period.

## 7. DOCUMENT METADATA

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