

# **INSTITUTIONAL RULES FOR THE ELECTION/APPOINTMENT OF COUNCIL MEMBERS BY THE CONVOCAATION OF THE UNIVERSITY OF PRETORIA**

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## **1. OBJECTIVE**

The aim of this document is to provide guidelines with regards to the procedure to be followed upon the expiry of the term of office of a Council member or Council members elected/appointed by the Convocation of the University of Pretoria.

## **2. BACKGROUND**

The Statute of the University of Pretoria, 2018 (“the Statute”) provides as follows with regards to –

### **2.1 Membership of the Convocation**

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.

### **2.2 Members’ list**

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.

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. CONVOCATION MEMBERSHIP ON COUNCIL**

- 3.1 The President of the Convocation will be a member of Council (ex officio).
- 3.2 A further 3 (three) members of the Convocation will serve on Council in the category of Convocation members who are elected/appointed by the Convocation.
- 3.3 Please note that this category forms part of the external group of Council members and therefore section 27(6) and section 27(7)(e) of the Higher Education Act, as amended, are applicable. To be eligible to serve on Council, the following is applicable:
- (i) Convocation members on Council 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 a member of Council. 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.
  - (ii) Convocation members on Council 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.
- 3.4 The appointment of members of the Convocation who serve on Council will be made by a committee known as the Members' Committee, comprising the Chairperson of Council, the Vice-Chancellor and Principal and the President of the Convocation, following a nomination and election process as set out in paragraph 4.
- 3.5 The Registrar acts as electoral officer and has oversight over the nomination and election processes related to the election/appointment of the members of the Convocation to serve on Council. The Office of the Registrar will be supported by the Alumni Relations Office and such other staff as may be required.

### **4. PROCEDURE RELATED TO THE ELECTION AND APPOINTMENT OF CONVOCATION MEMBERS TO COUNCIL**

- 4.1 In accordance with paragraph 48(2) of the Statute of the University of Pretoria, 2018 the appointment of members of the Convocation to Council takes place as follows:

*"The election/appointment of members of the Convocation to serve on Council shall take place in accordance with the procedure provided for in the Institutional Rules."*

4.2 The following processes will be applicable whenever the members of the Convocation to serve on Council are elected/appointed:

#### 4.2.1 **Notice of election and call for nominations**

- (a) Whenever the Convocation has to elect/appoint members of the Convocation to serve on Council, the Registrar will call for written nominations from the members of the Convocation for suitable candidates to be elected/appointed for a period of four (4) years in the press and in any other appropriate way.
- (b) The methods employed for calling for nominations for the purpose of electing/appointing members of the Convocation to serve Council include the following:
  - Advertisement in the national press
  - UP website and Alumni website
  - Email to all members of the Convocation.
- (c) The call for nominations 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.

#### 4.2.2 **Nominations**

- (a) As far as possible, the Convocation, in nominating candidates, should take cognisance of the experience and expertise Council has identified and would prefer from the person or persons to be elected/appointed from the ranks of the University's Convocation.
- (b) Only members of the Convocation of the University of Pretoria may participate in the nomination and election/appointment process.
- (c) 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 on the the published election date.
- (d) The closing date for the submission of nominations is at 16:00 on the date determined by the Registrar.
- (e) No person may sign more than one nomination form whether as a proposer or as seconder.

- (f) The Registrar must ensure that nomination forms and all relevant information are accessible on the UP web/Alumni website and can be provided on request, provided that reasonable notice is given.
- (g) The nominated candidates must comply with the applicable criteria for election as members of Council as set out in paragraph 3.3 above.
- (h) 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.
- (i) 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.
- (j) The information on duly nominated candidates will be made available to Convocation members by way of:
  - UP web/Alumni website
  - Email to all Convocation members.
- (k) The names of all the candidates will be included on the ballot paper.

#### 4.2.3 Voting

- (a) Members of the Convocation of the University will be given an opportunity to vote on the appointability to Council of the candidates who have been duly nominated.
- (b) The voting process will be overseen by the Registrar and must be completed within a reasonable period of time.
- (c) 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.
- (d) 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/Alumni website following the instructions as set out on the UP web/Alumni website.

- (ii) Sending notices via email to members of the Convocation on the Alumni database with working email addresses.
  - (iii) Making ballot papers available on the UP web/Alumni website 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 indicated.
- (e) The Registrar must ensure that, where applicable, ballot papers as well as all relevant information are accessible on the UP web/Alumni website or can be provided on request provided that reasonable notice is given.
  - (f) No person may vote more than once and the various processes employed, whether electronic or paper-based. The Registrar must ensure that only eligible voters participate in the election. No voting by proxy 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 web/Alumni 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 paper-based voting, ballot papers that are received by post, fax, or scanned and emailed, or which are delivered by hand before the announced closing date will be processed.
  - (j) 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 scanned and emailed, or which are delivered by hand, must also contain the signature of the voter.
  - (k) In cases where duplication is identified during the voting process, affected ballots will not be taken into account at all.
  - (l) The results of the web-based voting process and the paper-based voting process will be tallied in the case of a combined voting process.
  - (m) The full results of the voting by the Convocation on the appointability of the candidates may be published on the Alumni website for purposes of transparency.
  - (n) Based on the outcome of the voting process, the President of the Convocation will submit the list of duly nominated candidates, accompanied by the results of the voting on their appointability as well as

their full CVs, to the Members' Committee, comprising the Chairperson of Council, the Vice-Chancellor and Principal and the President of the Convocation.

- (o) The Members' Committee will consider the outcome of the voting process in making a recommendation to Council regarding the appointment of Convocation members to Council from amongst the candidates, having due regard to considerations of diversity of race, gender and suitable expertise and experience.

Note: This could mean that the persons appointed may not necessarily be the candidates who had obtained the highest number of votes.

- (p) After taking into consideration the recommendations made by the Members' Committee, Council will confirm the appointment of the elected candidates at an ordinary or extraordinary meeting of Council.
- (q) The results are announced in an official communication by the Registrar as the official overseeing the election/appointment process, 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 external internal auditors and is used purely for administrative and verification purposes.
- 5.2 Such staff members and auditors undertake to maintain strict confidentiality at all times.

## 6. REVIEW OF THE INSTITUTIONAL RULES

These rules shall be reviewed every four (4) years or otherwise whenever deemed necessary during the intervening period.

## 7. DOCUMENT METADATA

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