



POLICY ON NOMINATIONS AND ELECTIONS

Policy Owner	Registrar
Division/Unit/Department	Corporate Governance
Date of Initial Approval	23 April 2007 (by Senex)
Approved by	Amendments approved by Senate
Approval Dates of Revisions/Amendments ¹	2015, 2020
Next Review Date	2025
Platform to be published on	Intranet

¹ Approval must be by the same structure that approved the initial policy

CONTENTS

1.	INTRODUCTION	3
2.	PURPOSE AND SCOPE	3
3.	PRINCIPLES AND VALUES UNDERPINNING THE POLICY	3
4.	DEFINITIONS	3
5.	NOTICE OF A NOMINATION OR ELECTION	4
6.	VOTERS ROLL	4
7.	NOMINATIONS	4
8.	ELECTIONS	4
9.	MINIMUM ATTENDANCE TO CONDUCT AN ELECTION	5
10.	BALLOTS	5
11.	VALIDATION	5
12.	DECLARATION OF CONFLICT OF INTEREST	5
13.	RETENTION OF DOCUMENTATION	5
14.	PROXY VOTES	6
15.	ANNOUNCEMENT OF ELECTION RESULTS	6
16.	FILLING OF VACANT POSITION(S)	6
17.	DEVIATION FROM THIS POLICY	6

POLICY: NOMINATIONS AND ELECTIONS

1. INTRODUCTION

The University of Johannesburg is committed to national transformation imperatives and the fostering of a culture of integrity, competence, transparency, accountability, responsibility, and fairness. The University's Policy on Nominations and Elections is based on the provisions of the Constitution of the Republic of South Africa, 1996, the Code of Corporate Governance as set out in the King IV Report. In the Nominations and Elections Policy, the University strives to comply with the principles of corporate governance regarding fair, reliable and trustworthy nominations and elections.

2. PURPOSE AND SCOPE

The purpose and scope of this policy are to:

- 2.1 Establish a framework and clear set of directives, guidelines and procedures for the nominations or elections of representatives on statutory committees (Council, Senate, Institutional Forum and their committees), for the nominations and elections of representatives on interview panels for senior positions as per HR policies and for the preferential placing of short-listed candidates for senior positions as per HR policies.
- 2.2 Provide policy directives on the drafting of ballot papers with respect to nominations and elections.
- 2.3 Provide policy directives regarding security issues affecting elections.
- 2.4 Provide policy directives regarding timeframes for elections.
- 2.5 Provide policy directives regarding the verification of election results.
- 2.6 Provide policy directives regarding the storage of election results.

3. PRINCIPLES AND VALUES UNDERPINNING THE POLICY

- 3.1 Generally accepted principles of corporate governance.
- 3.2 Optimal participation of stakeholders in the nomination and election processes.
- 3.3 Reliability and authenticity of the outcome/results.

4. DEFINITIONS

- 4.1 **"Employee"** means any person employed by the University.
- 4.2 **"Academic employee"** means any person appointed to teach and/or to do research at the University on such conditions as determined by the Council and any other employee designated as such by the Council.
- 4.3 **"Professional or support employee"** means an employee other than an academic employee.
- 4.4 **"Permanent employee"** means all employees other than employees on fixed-term contract or temporarily appointed.
- 4.5 **"Nominee"** means the person who is nominated.
- 4.6 **"Nominator"** means the person who is nominating the nominee.
- 4.7 **"Electronic voting"** means voting that is conducted via email or by utilising an online

system.

- 4.8 **“Spoilt vote”** refers to a ballot that has not been completed adequately and results in the voter’s decision being unclear or invalid.

5. NOTICE OF A NOMINATION OR ELECTION

- 5.1 Relevant stakeholders are timeously informed about the nomination/election.
- 5.2 When nominations/elections are conducted at a meeting, relevant stakeholders are informed about the nomination or election at least five working days prior to the meeting, unless special permission has been obtained from the Registrar.
- 5.3 Agendas of meetings are deemed as preliminary notice of such a nomination or election.
- 5.4 The following information is included in the nomination or election communication/correspondence:
- 5.4.1 the position to be filled;
 - 5.4.2 the date, time and venue of the meeting, if the nomination or election is conducted at the meeting;
 - 5.4.3 the date and time of the opening and closing of the nomination or election if conducted electronically;
 - 5.4.4 applicable policy stipulations.

6. VOTERS ROLL

A validated voters roll of eligible voters, consisting of names and other details required to ensure secure voting, is prepared in advance by the relevant Division or Faculty/College.

7. NOMINATIONS

- 7.1 A nomination letter is issued to an individual when his/her name appears on the voters roll.
- 7.2 Nominations are collected at the meeting or electronically and displayed in alphabetical order on the ballot paper.
- 7.3 Nominations received after the closing date for the call for nominations are not considered.

8. ELECTIONS

- 8.1 Prior to the election, relevant information (e.g. abbreviated CVs of candidates) is shared with eligible voters.
- 8.2 When elections are conducted in a meeting, the agenda allows for a discussion on the candidates.
- 8.3 Depending on the format of the election, an eligible voter receives a ballot either in hard copy or electronically (via email or a web link).
- 8.4 Only one ballot paper is issued per election to an eligible voter.
- 8.5 Instructions on how to cast a vote is stipulated on the ballot, which is provided in hard copy or electronically.
- 8.6 The ballot includes the date of the election, when the election is conducted in a meeting; or the opening and closing date of the election, when the election is done electronically. For official purposes, the date stipulated as the deadline for submission of ballots is deemed to be the ‘date of the election’.

- 8.7 Ballot papers are collected at the meeting or received in electronic format by the Corporate Governance Office.
- 8.8 The online voting system provides a digital ballot, which once completed converts the ballot into an election result.
- 8.9 Ballot papers received after the closing of an election are not considered.
- 8.10 The election process is conducted by the Corporate Governance Office.
- 8.11 The number of votes per voter will depend on the available positions/vacancies. A single ballot will be issued for multiple votes in this case.

9. MINIMUM ATTENDANCE TO CONDUCT AN ELECTION

- 9.1 With respect to elections conducted at a meeting a majority of the eligible voters must be in attendance to confirm a quorum before an election can be conducted, except where the quorum requirements are specified differently in the Institutional Statute of UJ or the Charter of a particular committee.
- 9.2 With respect to elections conducted electronically, all eligible voters receive a notification of an election and an invitation to cast their votes. It is understood that an eligible voter who fails to cast a vote, and did not exercise the option to abstain from voting, by the closing date and time of the election, is excluded for quorum purposes.

10. BALLOTS

- 10.1 The following methods of ballots may be used:
 - 10.1.1 Majority vote
 - 10.1.2 Preferential voting
- 10.2 The Registrar determines the appropriate method.

11. VALIDATION

- 11.1 The Registrar has overall accountability and responsibility for the election process and must verify the election results before announcing the outcome/result(s).
- 11.2 The Corporate Governance Office, on delegation from the Registrar, oversees that the processes and procedures are in compliance with the Rules of the University.

12. DECLARATION OF CONFLICT OF INTEREST

The declaration of conflict of interest will form part of the attendance register to be signed by all members in attendance at all the statutory committees.

13. RETENTION OF DOCUMENTATION

All documentation relating to a particular election process (including the nomination letters, ballot papers and result sheets) are stored for 12 months at the Office of Corporate Governance. The final results will be stored in the Electronic Document and Records Management System.

Results from an election conducted on the online system are printed and stored on the Electronic Document and Records Management System.

14. PROXY VOTES

- 14.1 A proxy refers either to the person appointed to represent another at a meeting or to the written instrument (e.g. for voting purposes) by which the person is appointed.
- 14.2 No proxy provision is made for the representation of a member or for voting purposes at any statutory governance structure or committee meeting.

15. ANNOUNCEMENT OF ELECTION RESULTS

- 15.1 The announcement of results is published by the Registrar when the electronic processing is completed and has been verified by the Corporate Governance Office.
- 15.2 In the instances of the appointment of Executive Leadership Group (ELG) members, the results are only announced to the members on the voters role after the conclusion of the appointment process.
- 15.3 Only the name(s) of the elected person(s) are published. The actual number of votes is not published unless approved by the Registrar.

16. FILLING OF VACANT POSITION(S)

- 16.1 If a position, having being filled by an election, should become vacant within six months after the date of publication of the results, the vacant position will be filled by the next candidate in accordance with the election results for the remainder of the term.
- 16.2 If the vacancy arises after a six-month period, the vacancy will be filled by the normal process of nominations and elections.
- 16.3 In the case of panel selections, where a panel member is unavailable, the vacant position will be filled by the next candidate, but in accordance with the composition criteria as stipulated in the relevant Charter/Appointment Procedure/Appointment Process documents.
- 16.4 It is recorded that this clause accords with current practices that have been noted and approved by the appropriate officials and structures.

17. DEVIATION FROM THIS POLICY

A written request to deviate from this Policy will require the Registrar's approval.

This Policy was approved by Senex on 23 April 2007.

This amended Policy was approved by Senate via the Senate VC Circular on 30 October 2015.

This amended Policy was approved by Senate on 16 September 2020.