



**POLICY FOR THE
ELECTION OF THE
CENTRAL SRC AND
CAMPUS SRCS**

Policy Owner	Senior Executive Director in the Office of the Vice-Chancellor
Division/Unit/Department	Student Affairs
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POLICY FOR THE ELECTION OF THE CSRC AND CAMPUS SRCS

1. PURPOSE

- 1.1 This policy adopts procedures for the election of the CSRC and campus SRCs in line with the UJSRC Constitution.
- 1.2 The objectives of this policy are to:
 - 1.2.1 set out the rules, procedures and processes for the election of the CSRC and campus SRCs;
 - 1.2.2 provide for consistency in the conduct of the elections on all campuses of the University of Johannesburg;
 - 1.2.3 support free and fair UJSRC elections.

2. DEFINITIONS

- 2.1 Terms as defined in the UJSRC Constitution have the same meaning in this policy.
- 2.2 In addition to the terms defined in the UJSRC Constitution the following definitions are relevant for this policy, unless the context indicates otherwise:
 - 2.2.1 The Electoral Committee is a structure that meets the requirements of Section 68(1) of the Higher Education Act 101 of 1997 and oversees the implementation of the electioneering process for the UJSRC elections.
 - 2.2.2 'Student society' means a student society as defined in the Policy for Societies.
 - 2.2.3 'Independent candidate' means a student contesting the elections for a position in either the CSRC or a campus SRC as an individual, independent of any student society contesting the elections, regardless of whether the student is affiliated to any society or not.
 - 2.2.4 'Person' means a natural or juristic person.
 - 2.2.4 'SRC elections' means the elections of the CSRC and/or the campus SRCs.

3. ELECTORAL COMMITTEE

3.1 Composition and constitution

- 3.1.1 SRC elections are supervised and conducted by the Electoral Committee.
- 3.1.2 The Electoral Committee is a structure that meets the requirements of Section 68(1) of the Higher Education Act 101 of 1997. The composition of the Electoral Committee is determined by the MEC from time to time. The MEC selects the members of the Electoral Committee with a view to establish a structure to provide assurance to it and the Council that elections were free and fair.

3.1.3 The chairperson of the Electoral Committee is responsible for the work of the committee on all campuses. The chairperson may appoint other committee members to conduct elections on the various campuses.

3.1.4 The Electoral Committee may involve independent experts, volunteers or other persons to assist with its work, provided that such persons have no relationship with any of the candidates or student societies contesting the election.

4. POWERS AND FUNCTIONS

4.1. The Electoral Committee:

4.1.1 conducts SRC elections in accordance with this policy and the UJSRC Constitution;

4.1.2 makes such further regulations as may be necessary to give effect to this policy;

4.1.3 submits a planning document and budget for the elections to the member of the Management Executive Committee responsible for Student Affairs at least one (1) month before the start of the electoral process;

4.1.4 is responsible for all election material and specifically for:

4.1.4.1 electronic ballots are to be ready for the elections at least two (2) hours before the voting process opens;

4.1.4.2 a secured election process protected from manipulation;

4.1.5 performs the duties necessary for the effective organisation of the election, including:

4.1.5.1 opens and closes the nomination process following a timetable approved by the member of the Management Executive Committee responsible for Student Affairs;

4.1.5.2 compiles and publishes a complete list of the independent candidates and student societies contesting the SRC elections;

4.1.5.3 determines the design of the electronic ballots, including the appropriate method of numbering and labelling of the ballots;

4.1.5.4 takes steps to grant every student registered for a formal subsidised qualification access to the electronic voting system in order to vote for candidates of person's choice;

4.1.5.5 takes steps to make electronic devices for voting available on each campus, for students who otherwise cannot access other electronic devices for voting.

4.1.6 submit the results of the SRC elections to the member of the Management Executive Committee responsible for Student Affairs within one (1) day after the counting and reconciliation of the ballots;

- 4.1.7 declares the results of the elections for each campus at a predetermined time and place;
- 4.1.8 constitutes the campus SRCs and CSRC according to the procedure in this policy;
- 4.1.9 in consultation with the member of the Management Executive Committee responsible for Student Affairs, postpones the elections should it deem the circumstances not to be conducive to free and fair elections;
- 4.1.10 calls for a new election if circumstances arise which may substantially affect the outcome of the elections. ;
- 4.1.11 presents a report on the elections, including financial statements, to the member of the Management Executive Committee responsible for Student Affairs within seven (7) days after the constituting of the UJSRC;
- 4.2 Student Affairs :
- 4.2.1 makes arrangements for regularly liaising with the Electoral Committee;
- 4.2.2 makes arrangements with regard to the areas, facilities and funding for the elections;
- 4.2.3 presents the timetable for the elections before the beginning of the nomination process;
- 4.2.4 in conjunction with the Electoral Committee, prepares and distributes election nomination forms;
- 4.2.5 arranges meetings of contestants to explain the election process, rules and regulations;
- 4.2.6 coordinates the marketing of the SRC elections;
- 4.2.7 provides contestants with reasonable assistance to promote themselves during the elections;
- 4.2.8 provides an official voters roll for each campus;
- 4.2.9 observes during each step of the process of SRC elections;

5. CONTESTANTS

5.1 Qualification

In order to be a member of the CSRC or a campus SRC a student must:

- 5.1.1 be a registered student of the University of Johannesburg for a formal subsidised qualification at the time of the election and must have been registered in the previous academic year for a formal subsidised qualification;
- 5.1.2 be registered on the campus which he/she will be representing;

- 5.1.3 not be in his/her first year of registration as a full time student of the University;
- 5.1.4 have passed hundred percent (100%) of all his/her registered modules in the previous academic year;
- 5.1.5 not be serving a penalty as a result of a criminal conviction at the time of the election; and
- 5.1.6 not be serving a disciplinary penalty imposed by any disciplinary body of the University.

5.2 Independent candidates

- 5.2.1 Any registered student of the University may contest any position in the campus SRC or CSRC as an independent candidate, provided that he/she meets the required criteria.
- 5.2.2 An independent candidate may contest either a position in the campus SRC or CSRC.

5.3 Student societies

- 5.3.1 Any student society of the University may contest any position in the campus SRC and/or the CSRC elections provided that such a society:
 - 5.3.1.1 has disclosed on the nomination form for the campus SRC the names of up to ten (10) individual students, whom it intends to fill the positions and such students meet the required criteria;
 - 5.3.1.2 has disclosed on the nomination form for the CSRC the names of up to two (2) individual students, whom it intends to fill the positions it is contesting and such students meet the required criteria;
 - 5.3.1.3 has been recognised by the campus SRC.
- 5.3.2 Student societies may not submit the same names for campus SRC and CSRC positions.
- 5.3.3 An individual student may only be allowed to contest for SRC elections under one society.

5.4 Conduct

All independent candidates or societies contesting the UJSRC elections must:

- 5.4.1 attend duly advertised meetings or workshops arranged by the Electoral Committee or Student Affairs;
- 5.4.2 provide any relevant information requested by the Electoral Committee or Student Affairs, including official names, logos, slogans and symbols;

- 5.4.3 accept responsibility for any misconduct by themselves or supporters of the student society;
- 5.4.4 ensure that individuals do not interfere with the elections in any unauthorised manner, including being present within a radius of fifty (50) metres of any voting station at which the arranged devices by the Electoral Committee are placed;
- 5.4.5 adhere to agreements entered into with the Electoral Committee or Student Affairs.

6. NOMINATIONS

- 6.1 Every independent candidate or student society wishing to contest a position in the campus SRC or CSRC must submit a complete nomination form.
- 6.2 For every independent candidate and each candidate listed by a student society the following must be submitted with the nomination form:
 - 6.2.1 proof of registration;
 - 6.2.2 academic record;
 - 6.2.3 acceptance of the nomination;
 - 6.2.4 in the case of an independent candidate only, the names, signatures and proof of registration of at least sixty (60) registered students of the University supporting the nomination.
- 6.3 Completed nomination forms must be delivered by hand by the independent candidate or in the case of student societies the authorised representative (either chairperson or secretary) of a student society concerned to a representative of the Electoral Committee, who issues a confirmatory receipt to the respective candidate or society.
- 6.4 No nomination form may be accepted after the final submission date and time set by the Electoral Committee.
- 6.5 The Electoral Committee must verify the validity of all nominations for elections within five (5) days of the closing of nominations and publish a first list of contestants.
- 6.6 In the case of a nomination not being approved, contestants who have been disapproved will have two (2) days to amend their nominations.
- 6.7 The Electoral Committee must verify the validity of all amended nominations within two (2) days of the submission of amended nominations and publish a second list of contestants.
- 6.8 After publishing the second list of contestants, contestants will have one (1) day to lodge an appeal with the member of the Management Executive Committee responsible for Student Affairs. The member of the Management Executive

Committee responsible for Student Affairs will take a final decision on an appeal within two (2) days of the submission of the appeal.

- 6.9 An independent candidate or student society whose nomination has been approved by the Electoral Committee is deemed to be registered for contesting the elections.
- 6.10 Once a nomination has been approved, the student society concerned is bound to adhere to all instructions with regard to the elections issued by the Electoral Committee.
- 6.11 The Electoral Committee may cancel the nomination of any independent candidate or student society who intentionally furnishes false information with regard to a nomination.
- 6.12 If less than seven (7) nominations are received for positions in the campus SRC or less than six (6) nominations are received for positions in the CSRC by the time of closing of nominations, unfilled positions are filled by means of a by-election.

7. VOTING

- 7.1 Each student registered for a formal subsidise qualification shall have the right to:
 - 7.1.1 cast one vote for each position of the campus SRC of the campus on which the person is registered;
 - 7.1.2 cast one vote for each position of the CSRC of the campus on which the person is registered.
- 7.2 A list of students registered on each campus of the University must be used as a basis to compile the official voters' roll for each campus.
- 7.3 In order to cast a vote:
 - 7.3.1 the name of a voter has to appear on a voters' roll;
 - 7.3.2 a voter must produce and/or enter a valid student card or valid proof of registration and identity.
- 7.4 In the event of a student's name not appearing on the voters' roll or the entered student number and other safety mechanism are found to be invalid, the student must provide valid proof of registration and identity, after which the relevant representative of the Electoral Committee may add such a student's name to the voter's roll or assist with the login with an accompanying note explaining the nature of proof of registration that was produced.
- 7.5 Voting must be by secret ballot.
- 7.6 Each voter may cast:

7.6.1 one vote for the candidate or student society of person's choice for each position of the campus SRC;

7.6.2 one vote for the candidate or student society of person's choice for each position of the CSRC.

8. COUNTING

8.1 Electronic counting of votes may commence within an hour, but no later than twenty-four (24) hours after closure of voting, and may be adjourned or suspended with the approval of the Electoral Committee.

8.2 After the counting of votes the Electoral Committee declares:

8.2.1 the independent candidate or student society that has received the most votes with regard to positions contested in the campus SRC elections;

8.2.2 the two (2) independent candidates or student societies that have received the most votes for the two (2) positions contested in the CSRC elections.

8.3 As soon as the Electoral Committee has declared the completion of the counting of votes, all independent candidates and agents for student organisations contesting the elections must sign a declaration form confirming that they observed the process of the elections leading to the provisional election results.

8.4 Student societies who have successfully contested position/s in the campus SRC elections or CSRC election, must provide the name of the individual member of a society (one of the members listed on the nomination form) to take up a position to the Electoral Committee within two (2) days of the provisional announcement of the election results.

9. OBJECTIONS AND APPEALS

9.1 Objections to the election results must be made in writing and with applicable proof.

9.2 Objections must be submitted to the Electoral Committee within twenty-four (24) hours of the provisional announcement of election results.

9.3 In the event of no objections having been received by the deadline, the results of the elections may be officially and finally announced by the Electoral Committee.

9.4 The decisions of the Electoral Committee regarding any objections lodged must be provided to the complainant in writing within two days (2) after the receipt of the objection and are subject to appeal.

9.5 An appeal against any decision by the Electoral Committee must be lodged in writing with the member of the Management Executive Committee responsible for Student Affairs within twenty-four (24) hours after the decision of the Electoral Committee has been received. The member of the Management Executive Committee responsible for Student Affairs must take a decision on the appeal within two (2) days after having received the appeal. The decision of the

member of the Management Executive Committee responsible for Student Affairs is final and binding.

10. ANNOUNCEMENT OF RESULTS

The relevant executive committee member of the Electoral Committee;

- 10.1 announces the provisional results of the elections immediately after the person has declared the completion of the counting of votes;
- 10.2 announces the final election results no later than seven (7) days after the announcement of the provisional results;
- 10.3 at the announcement of the final results, assessed the electoral process and declare whether or not it can be deemed free and fair.

11. CONSTITUTING

11.1 Campus SRC

- 11.1.1 Campus SRCs must be constituted within five (5) days after the final announcement of the election results.
- 11.1.2 The relevant member of the Electoral Committee must provide written notice of the date, time and place of the constituting meeting to all the candidates or student societies who were elected to the campus SRC at least twelve (12) hours before the meeting. The constituting meeting may be attended only by the newly elected campus SRC, a Student Affairs staff member as observer, and a member of the Electoral Committee as chairperson. Seven (7) members of the new campus SRC must be present at the meeting.
- 11.1.3 At the end of the constituting meeting, the chairperson of the Electoral Committee must declare whether or not the campus SRC is constituted according to the provisions of this policy and if so, that they are authorised to act according to the provisions of the UJSRC Constitution.
- 11.1.4 A minimum of seven (7) campus SRC members must be elected for the campus SRC to be constituted. If such a minimum has not been achieved, a by-election must be held to fill the vacant positions.

11.2 CSRC

- 11.2.1 The chairperson of the Electoral Committee must within five (5) days after the final announcement of the election results call a meeting of all members elected to the CSRC in the elections.
- 11.2.2 The chairperson of the Electoral Committee must provide written notice of the date, time and place of the constituting meeting to the CSRC members at least twenty-four (24) hours before the meeting. The constituting may be attended only by the new CSRC, a Student Affairs staff member as observer, and a member of the Electoral Committee as chairperson. Six (6) of the elected members of the new CSRC must be present at the meeting.

- 11.2.3 A member of the Electoral Committee presides over the election of CSRC members for the various portfolios. For the election of each portfolio the following procedure is followed:
- 11.2.3.1 Nominations may be made by any member of the CSRC;
 - 11.2.3.2 For a nomination to be valid a nominated person must accept and the nomination must be seconded by at least one member of the CSRC;
 - 11.2.3.3 Nominated candidates have equal time to make presentations to CSRC members;
 - 11.2.3.4 CSRC members have the opportunity to ask questions to nominated candidates;
 - 11.2.3.5 CSRC members must vote per secret ballot for one candidate for the portfolio.
 - 11.2.3.6 The counting of votes must be done by the member of the Electoral Committee and observed by the Student Affairs staff member.
- 11.2.4 At the end of the constituting meeting, the chairperson of the Electoral Committee must declare whether or not the CSRC is constituted according to the stipulations of this policy and if so, that they are authorised to act according to the provisions of the UJSRC Constitution.
- 11.2.5 A minimum of six (6) CSRC members must have been elected for the CSRC to be constituted. If such a minimum has not been achieved, a by-election is held to fill the vacant positions.

12. BY-ELECTIONS

- 12.1 By-elections are held when a portfolio has not been contested or a vacancy occurs in a campus SRC or the CSRC and when it is necessary for the effective functioning of the campus SRC or the CSRC.
- 12.2 In the case of a by-election, a by-election organising committee comprising a Student Affairs staff member (chairperson), a member of staff of Corporate Governance must organise the by-election on the relevant campus. Such a committee must be approved by the member of the Management Executive Committee responsible for Student Affairs.
- 12.3 When a by-election is held to fill a vacancy in the campus SRC or CSRC, the election is held to contest the specific portfolio in which the vacancy occurred;
- 12.4 The by-election is conducted according to the provisions for SRC elections as prescribed in this policy with provision made for the following:
- 12.4.1 the replacement of an Electoral Committee by a by-election organising committee;
 - 12.4.2 Any exception to the electoral procedure which has to be made for practical reasons must be approved by the member of the Management Executive Committee responsible for Student Affairs.

13. AMENDMENT

- 13.1 The Policy forms part of the Rules of the University issued by the Council. Council may grant, revoke or reassign to other structures or officials the authority to issue Rules.
- 13.2 Council approves the Policy as well as subsequent amendments to the Policy:
- 13.2.1 at the request of any person on subordinate body in terms of the procedure below;
or
- 13.2.2 at the request of the Management Executive Committee after consultation with the UJSRC where practical; or
- 13.2.2 in other instances after consultation with the UJSRC, provided that for justifiable reasons Council may amend the Policy temporarily without prior consultation with the UJSRC, but which amendments will only become permanent after consultation with the UJSRC.
- 13.3 The following procedure must be followed in amending this policy in terms of Clause 13.2.1:
- 13.3.1 Any person (student or member of staff of the University) or subordinate body of the UJSRC as described in the constitution may make submissions for consideration by the UJ Student Parliament, UJSRC and Management Executive Committee of the University as constitutional amendments.
- 13.3.1 Any such submission must be submitted in writing and signed by the chairperson of the particular body or signed by the person making the submission.
- 13.3.3 Proposed amendments to the policy must be submitted to the UJ Student Parliament who shall make recommendations to the UJSRC.
- 13.3.4 Amendments to the policy must first be considered by the UJSRC and then be submitted to the Management Executive Committee for consideration to submit to Council.

PROMULGATION

This policy and its amendments are hereby approved by Council of the University of Johannesburg and thereby giving the UJSRC powers and functions as stated in this constitution, the South African Higher Education Act, and the University of Johannesburg Statute.