

## Terms and Conditions for the Non-Academic Employee to serve on the Institutional Forum 2023

The Charter of the Institutional Forum stipulates that the composition comprises of two permanent non-academic employees that are elected by permanent non-academic employees. A vacancy exists for a permanent non-academic employee to serve on the Institutional Forum.

Following the call for nominations, you are now invited to participate in the election of one non-academic employee to serve on the Institutional Forum.

Please read the instructions carefully before you proceed to the election:

1. There are 10 nominated candidates who are sorted alphabetically according to their surnames.
2. To view the CV, click on "Download CV".
3. You may vote for only **one** of the nominated candidates.
4. Select the candidate of your choice and once you have completed your selection, click on "Submit Votes" at the top of the screen. A new screen will appear showing the name of the candidate you have selected in green. Should you wish to change your vote, click on "Change Votes". If you are satisfied with your selection, click on "Submit Vote" at the top of the screen.
5. Should you select more than one candidate, a pop-up will appear indicating "you have voted for too many candidates". In such a case, untick the additional candidate(s) you may have selected and then click on "Submit Vote". The next screen will show the candidate that you have selected in green. If you are satisfied with your selected candidate, you can cast your vote by clicking on "Submit Vote".
6. Once you have submitted the vote, you will not be able to change your vote.
7. The candidate with the highest number of votes will be assigned to the position of non-academic to serve on the Institutional Forum.
8. If the highest number of votes received results in a tie, where candidates receive an equal number of votes, a further election will be held. The election will only include candidates who have tied on the number of votes received. This election will determine the successful candidate.
9. Now that you have read the terms and conditions, click on "Non-Academic Employee to serve on the Institutional Forum 2023" to proceed to the election.