



## CONVOCATION

### **GUIDELINES FOR NOMINATION, ELECTION AND VOTING OF THE PRESIDENT, VICE PRESIDENT AND FIVE ADDITIONAL MEMBERS OF CONVOCATION**

#### **1. Objective**

This document aims to provide guidelines for the nomination and election of the President, Vice President and five additional members of Convocation.

#### **2. Background**

The University of Venda amended its institutional statute which is dated 14 May 2021.

#### **3. Nomination, election and voting of the president, vice president and five additional members**

- With the exception of ex officio members and members designated by other constituencies, the president, vice president and five additional members of the convocation are elected by convocation through the electronic ballot and or a secured online voting system;
- Nominations for president, vice president and other five additional members of convocation must be submitted in writing to the secretary to convocation.
- If more than one candidate is nominated for the position of president and vice president, voting must be by **electronic ballot**. The secretary as soon as practicable after the closing date for nominations, makes available in any suitable manner an electronic ballot paper with the names of the candidates in alphabetical order to every member of the convocation who is entitled to vote.
- In electing five additional members due regard must be given on representation in terms of gender, active school-based associations, and chapters of convocation. If more than five persons are nominated, the secretary as soon as practicable after the closing date for nominations, makes available in any suitable manner an electronic ballot paper with the names of the candidates in alphabetical order to every member of the convocation who is entitled to vote.

#### **4. Convocation roll**

Section 58(1-3) of the Amended Institutional Statute provides that

- The secretary to convocation keeps a convocation roll showing the full names and the addresses of the members of convocation.
- It is the duty of every member to notify the secretary in writing of any change of address and such address is regarded as the member's registered address.

- The fact that the name of a person appears on the convocation roll is sufficient proof of his or her membership of convocation and of the fact that he or she is entitled to vote.

## **5. Election procedures**

Section 59(2) of the Amended Institutional Statute provides that the secretary to convocation is the electoral officer who determines the procedure(s) of elections of convocation. The electoral officer will appoint an electoral body to conduct a secured online voting.

The electoral body will declare a period of registration and a period of voting. The system will not allow for a member of convocation to vote if not registered during the registration period.

The voters can vote anywhere using smart cellular telephone, iPad, tablet, desktop and laptop, as long as they have connectivity.

## **6. Eligibility to stand for nominations and elections**

Nominated persons should be graduates of the University of Venda who have

- A minimum of five years of working experience after graduating from the university.
- proven management, governance and fundraising experience as well as membership to professional bodies.
- major achievements and awards in his or her profession and field such as Agriculture, Education, Environmental Sciences, Finance, Health, Human and Social Sciences, Law, Management, Mathematics and Natural Sciences.

## **7. Ineligibility to stand for nominations and elections**

A member of the convocation is ineligible to stand for nominations and elections if he or she is

- a student or staff member
- declared insolvent by a court of law
- convicted of an offence and sentenced to imprisonment for twelve or more months without an option of a fine in the last five years.

## **8. Screening**

All nominees will be subjected to the screening process.

.....**END**.....