

NOTICE TO ALL OPEN DISTANCE LEARNING STUDENTS OF THE NORTH-WEST UNIVERSITY ON MATTERS RELATED TO THE NOMINATION AND ELECTION OF SUITABLY QUALIFIED STUDENTS TO SERVE ON THE STUDENT REPRESENTATIVE COUNCIL (SRC) AS DISTANCE STUDENTS OFFICER

15 July 2019

IMPORTANT BACKGROUND INFORMATION ON THE GUIDING PRINCIPLES FOR THE NOMINATION AND ELECTION OF SCCs AS PRESCRIBED BY THE NWU STATUTE AND THE SRC CONSTITUTION

- A. Para 26(3) of the Statute determines that the rules must provide for the election of an SCC on each of the campuses of the NWU.
- B. Para 2.1 of the SRC Constitution deals with the annual election of SCCs and determines, amongst others, that the annual election process takes place simultaneously across all campuses during August of each year.

1. In accordance to Section 2 of the SRC Constitution:

2.1.5 Every registered student, as defined in Schedule 2, is entitled to participate in the election of the SCC of the campus where he or she is enrolled, or in the election of the Distance Students Officer.

2. In accordance to Schedule 3 of the SRC Constitution the Distance Students Officer is tasked with:

- a. Interacting with distance students for the purposes of determining their common problems and concerns and advising the SRC accordingly,
- b. Establishing, chairing and managing a distance students' committee with the aim to optimise the student experience of distance students,
- c. Drafting, implementing and coordination an annual programme of events and projects designed to promote the interests of distance students.

3. In order to submit the following nomination form for a position on the SRC Representative for Open Distance Learning Students, you are required to have met the following criteria according to Schedule 2, section 2 of the SRC Constitution.

2. Eligibility for nomination and election

2.1 A person may be nominated and elected to an SCC if the candidate –

2.1.1 qualifies to vote in the election;

2.1.2 is a registered student of the NWU enrolled for a programme leading to a qualification;

2.1.3 Has passed 70% of the modules prescribed for the curriculum of the qualification for which the candidate was enrolled in the semester preceding the election;

2.1.4 Is registered for 60% of the modules prescribed for the curriculum of the qualification for which the candidate is enrolled in the current academic year;

2.1.5 Has not been registered, or will not seek to be registered for a period beyond the maximum duration of the study concerned;

2.1.6 Has served for a full term, or is serving in the current term, in a leadership position within the organised student community of the university, and

- 2.2 *To qualify for nomination and election to the position of chairperson of an SCC, the candidate must have served for a full term as a member of the SCC concerned.*
- 2.3 *To qualify for nomination and election to the position of Distance Students Officer, the candidate must be available to participate in all the meetings and activities of the SRC.*
- 2.4 *A person is disqualified from nomination as a candidate for election to an SCC if –*
- 2.4.1 *Such person is enrolled in the first year of an undergraduate programme;*
- 2.4.2 *Such person has already served more than two full terms in an SCC;*
- 2.4.3 *a conflict of interest may arise if elected;*
- 2.4.4 *such person has been found guilty in terms of the student disciplinary rules of the university and given a sentence without the option of a fine, or*
- 2.4.5 *such person has a criminal record.*
- 2.5 *An elected member of the SRC must, prior to taking office, resign from all positions within a political party, excepting ordinary membership.*

ELECTION SCHEDULE

SCC Election Dates for the term 2019/2020:			
PROCESS	DATE	NO OF DAYS	TIME
Publishing Voters' Roll	19 July 2019		10:00
Nominations Open	22 July 2019	1	08:00
Nomination Closes	30 July 2019	1	13:00
Publication of Nominees	2 August 2019	1	12:00
Opening Date: Lodging of Objections for nominees	2 August 2019		13:00
Closing Date: Lodging of objections for nominees	6 August 2019		10:00
Publishing of Candidates list	8 August 2019	1	12:00
SRC ODL Voting period	12-15 August 2019	3	Opens: 13 August 2019 at 08:00 Closes: 15 August 2019 at 13:00.
Publication of preliminary candidates	16 August 2019		13:00
Period of objections – Preliminary results	16-19 August 2019	4	14:00 (open) 14:00 (closes)
Announcement of the new SCC	22 August 2019		13:00

1. REQUEST FOR NOMINATIONS

Written nominations are herewith requested, to be completed in the prescribed format and to be submitted latest by 13:00 on 30 July 2019 to the Registrar of the North-West University: SRC-ODL-elections@nwu.ac.za.

3. RULES OF PROCEDURE FOR THE ELECTION OF SCCs AND DESIGNATION OF MEMBERS OF THE SRC:

See Addendum A.

ADDENDUM A

SCHEDULE 2 OF THE SRC CONSTITUTION – Rules of procedure for the election of SCCs and designation of members to the SRC

1 Independent Students' Electoral Commission

The commission (ISEC) is composed of the following persons:

A chairperson appointed by the university management committee

Two persons appointed by the university management committee on account of their expertise regarding elections and their independence

One person appointed by the council of the university not necessarily from among its ranks

Three persons each appointed by an SCC, not currently being a member or a candidate for election as a member of an SCC

2 Eligibility for nomination and election

2.1 A person may be nominated and elected to an SCC if the candidate –

2.1.1 qualifies to vote in the election;

2.1.2 is a registered student of the NWU enrolled for a programme leading to a qualification;

2.1.3 has passed 70% of the modules prescribed for the curriculum of the qualification for which the candidate was enrolled in the semester preceding the election;

2.1.4 is registered for 60% of the modules prescribed for the curriculum of the qualification for which the candidate is enrolled in the current academic year;

2.1.5 has not been registered, or will not seek to be registered for a period beyond the maximum duration of the study concerned;

2.1.6 has served for a full term, or is serving in the current term, in a leadership position within the organised student community of the university, and

2.2 To qualify for nomination and election to the position of chairperson of an SCC, the candidate must have served for a full term as a member of the SCC concerned.

2.3 To qualify for nomination and election to the position of Distance Students Officer, the candidate must be available to participate in all the meetings and activities of the SRC.

2.4 A person is disqualified from nomination as a candidate for election to an SCC if –

2.4.1 such person is enrolled in the first year of an undergraduate programme;

2.4.2 such person has already served more than two full terms in an SCC;

2.4.3 a conflict of interest may arise if elected;

2.4.4 such person has been found guilty in terms of the student disciplinary rules of the university and given a sentence without the option of a fine, or

2.4.5 such person has a criminal record.

2.5 An elected member of the SRC must, prior to taking office, resign from all positions within a political party, excepting ordinary membership

3 Qualification to vote

3.1 To qualify as a voter in the election of an SCC a person must be registered as a student on the campus where the SCC concerned is to be elected.

3.2 For the purposes of the election of members of the SCCs "a registered student" means every person registered as a full time contact student in any formal programme leading to a qualification offered by the university.

- 3.3 For the purposes of the election of the Distance Students Officer referred to in Schedule 3 “a registered student” means every person registered in a formal programme leading to a qualification offered by the university in the distance mode of delivery.
- 3.4 The list of registered students qualified to vote in the election of the SCCs must be drawn from the official student database maintained by the management information systems department as on the last day of March of the year of the election.

4 Nomination

- 4.1 The nomination of candidates for election to the SCCs by persons qualified to vote commences simultaneously on all campuses on a date published in the annual university calendar after consultation with the SRC.
- 4.2 The format and procedure for the electronic nomination of candidates is determined by the SRC in consultation with the registrar.
- 4.3 Following the close of nominations, the SCCs scrutinise all nominations duly submitted for validity and completeness.
- 4.4 The SCCs must allow the correction of formal shortcomings within 24 hours after the close of nominations, after which all nominations received are submitted to ISEC for confirmation of validity.
- 4.5 Following the completion of campus specific processes determined by the SCCs and approved by the SRC, and receipt of the confirmation of validity by ISEC, the SRC must meet to confirm and publish the final list of candidates for the purposes of the commencement of the process of promotion and campaigning.
- 4.6 A candidate may at any time before the commencement of the election as contemplated in paragraph 6.4 withdraw from the election by written notice to the chairpersons of the SRC and of the SCC of the campus concerned.
- 4.7 The process for the nomination of candidates for election as Distance Students Officer is managed by the registrar to run concurrently with the nomination process for the SCCs.

5 Promotion of candidates and election campaigning

- 5.1 The promotion of candidates takes place in accordance with the SRC’s code of conduct for candidates for SCC elections (CoCC).
- 5.2 The SRC and SCCs must make practical arrangements to ensure free, fair and orderly conduct of the promotion and campaigning processes.
- 5.3 Any transgression of the CoCC must be reported promptly to ISEC.
- 5.4 Candidates may, within the confines of the CoCC, be assisted by affiliated structures in their campaign to rally support for their candidacy.
- 5.5 Candidates must, either individually or in cooperation with other candidates, persons or organisations utilise the resources made available by the registrar and by the SRC in terms of section 2.1.2 of this constitution for the promotion of their candidacy or their election campaigns.
- 5.6 Where a candidate wishes to use resources external to the university in the election campaign, be it financial, organisational or endorsement of the candidacy in any form, prior approval of the employment of such resources by the vice-chancellor is required.
- 5.7 A candidate found by the SRC or ISEC to have contravened any of the provisions of these rules is disqualified from participating in the election, and if elected, vacates the office to which such candidate was elected.
- 5.8 The promotion of candidates and election campaigning for the portfolio of Distance Students Officer is managed by the registrar in accordance with paragraphs 5.1 to 5.7 with the necessary changes.

6 The election

- 6.1 The election is conducted electronically by means of secure mechanisms and procedures provided by the registrar, and in accordance with the provisions of article 2.1 of this constitution.
- 6.2 The mechanisms and procedures contemplated in paragraph 6.1 must ensure the secrecy of all ballots cast.
- 6.3 ISEC must be given full access to all aspects of the electoral process.
- 6.4 The timing and duration of the election is published in the annual university calendar after consultation with the SRC.
- 6.5 The location and number of electronic voting stations across campuses must account for the number of voters

and the need to avoid congestion at voting stations.

6.6 To cast a vote, every voter must provide official identity documents reflecting both the student number and the ID or passport number or study-permit number of the voter.

7 Counting of votes

7.1 Votes are counted electronically by the internal auditors of the university, overseen by ISEC.

7.2 The candidate who receives the majority of votes for the SCC portfolio concerned, is elected.

7.3 In the event of an equal number of votes being cast for candidates competing for the same portfolio, the candidate whose academic performance is adjudged by ISEC to be the best of the competing candidates, is declared to be elected.

7.4 Paragraphs 7.1 to 7.3 apply with the necessary changes to counting of votes in the election for the portfolio of Distance Students Officer.

8 Appeals and objections

8.1 Within forty-eight hours after the release of the results, candidates may submit appeals or objections against specific procedures and outcomes of the election to ISEC.

8.2 ISEC may engage aggrieved candidates, and must promptly investigate the procedures and outcomes against which appeals or objections were raised.

8.3 The findings of ISEC regarding an appeal or objection are final and binding.

9 Ratification and announcement

9.1 An external auditor appointed by the university audits the results of the counting of votes contemplated in paragraph 7.1 to verify its accuracy.

9.2 Upon receipt of a positive audit by the external auditor, ISEC ratifies the results of the election and declares it to have been free and fair.

9.3 Following ratification of the results of the election, the SCCs promptly release and publish the names of the elected candidates, the number of votes won by each candidate, the voter turnout as a percentage and the number of spoiled ballots cast.

9.4 The outcome of the election must be published electronically and on public campus notice boards.

10 Designation of members to the SRC

10.1 The quota for the allocation of seats to the SCCs on the SRC is calculated in accordance with the following formula:

$$\frac{a}{b} = c$$

Where –

a represents the total number of qualified voters on all three campuses;

b represents the total number of seats on the SRC to be filled by designation by the SCCs (14), and

c represents a number referred to as “the quota”.

10.2 The calculation of the number of seats on the SRC to be allocated to each SCC is calculated in accordance with the following formula:

$$\frac{d}{e} = f$$

Where –

d represents the total number of qualified voters on the campus concerned;

e represents the quota, and

f represents the number of seats (fractions to be disregarded, subject to paragraphs 10.3 – 10.5) allocated to the SCC concerned.

- 10.3 If the formula provided for in paragraph 10.2 does not lead to the allocation of all the seats on the SRC, the remaining seats are allocated in sequence of the highest fractions obtained in the calculations in terms of paragraph 10.2, provided that at least three seats must be made available for each SCC to be filled in accordance with section 2.2.1 of this constitution.
- 10.4 If f contemplated in paragraph 10.2 is less than 3, and an additional seat or seats on the SRC are allocated to the SCC concerned to comply with the requirements of section 2.2.1 of this constitution, the calculation contemplated in 10.3 is made only regarding the other SCCs.
- 10.5 If the fractions referred to in paragraphs 10.2 and 10.3 for two or more SCCs is equal, and a seat remains to be allocated, it is allocated to the SCC of the campus where d in the formula provided for in paragraph 10.2 is the largest.
- 10.6 The calculations for the allocation of the seats on the SRC must be made by the internal auditors of the university, and be ratified by ISEC.
- 10.7 The designation of specific members of the SCCs in terms of section 2.2.2 of the constitution may be provided for in the constitutions of the SCCs.