

## INSTITUTIONAL REGULATORY CODE

Policy framework		Regulations/rules	<b>x</b>
Policy		Terms of reference	
Procedure (Manual)		Local document	
Guidelines		Other (name)	

**Title:** Convocation Rules for E-Nominations and E-Elections

**Category:** Management

**Approval authority:** Vice-Chancellor's Management Committee (VCMC)

**Responsible Officer:** Registrar

**Designated Officer:** Deputy Director: Alumni Affairs Unit

**First approved:** N/A

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**Section reference (please tick below):**

Teaching and Learning		Registrar	<b>x</b>
Research, Innovation and Engagement		Vice-Chancellor's Office	
Resources and Operations		Chief Financial Officer	
Welkom Campus			

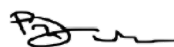
**Approved by (please tick below):**

**VCMC**

**Resolution:** VCMC 12/25/06

**Approval date:** 10 June 2025

**Signature of Chairperson:**



## **1. OBJECTIVE**

The purpose of this document is to provide a comprehensive set of guidelines for the e-nomination and e-election process to be followed upon the expiry of the term of office of elected or appointed members of the Executive Committee (Exco) of the Central University of Technology, Free State (CUT) Convocation.

## **2. BACKGROUND**

### *2.1 Convocation membership*

In accordance with section 15 of the CUT Statute, the Convocation comprises:

- (a) individuals upon whom a CUT certificate, diploma or degree has been conferred;
- (b) the Vice-Chancellor and Principal, deputy vice-chancellors (DVCs), Registrar, permanent academic employees, professors emeriti, and all other retired academic employees of CUT who had been on the permanent staff in continuous employment for not less than ten years immediately prior to retirement; and former students who have:

- (i) obtained a recognised higher certificate, diploma or degree from the university or its predecessor institutions; or
- (ii) completed courses or modules equivalent to at least 36 National Qualifications Framework (NQF) credits, and include the gender-specific terms “alumnus” and “alumna”.

### *2.2 Electoral oversight*

- (a) The Registrar is the Electoral Officer, supported by the Alumni Affairs Unit in the Department of Institutional Advancement.
- (b) The Electoral Officer will appoint an electoral body to conduct a secure online voting process.

## **3. ELECTION OF CONVOCATION EXCO MEMBERS**

### *3.1 Office Bearers and the Committee of the Convocation to be elected*

The Convocation Exco is elected by means of an electronic ballot and/or secure online voting system. The following positions are to be elected:

- (a) President;
- (b) Deputy President; and
- (c) no less than five, and no more than seven, additional members, of whom one must be the Treasurer.

The system of election of the Convocation Exco shall be that of non-proportional representation, meaning that candidates are elected based on the total number of individual votes they receive. Only former students of CUT, meaning those who are no longer registered as students, and who meet the definition of a CUT alum as outlined in the amended CUT Statute, shall be eligible to stand as candidates and contest for a position on the Convocation Exco.

The term of office of members shall be three years, in accordance with the institutional election process.

### *3.2 Eligibility criteria*

Nominees and voters must be confirmed CUT alumni as defined in section 58 of the CUT Statute.

### *3.3 Eligibility to stand for nominations and elections*

A member of the Convocation is eligible to stand for nominations and elections if he/she:

- (a) Is in good standing with CUT, meaning the individual has duly received a qualification conferred by CUT, has no outstanding financial obligations to the university, has not been subject to disciplinary sanctions, has not brought the university into disrepute, and upholds the values and standards of CUT;
- (b) does not serve on another university's council or alumni governance structure;
- (c) is not a current student at CUT;
- (d) is not a staff member of CUT;
- (e) has not been declared insolvent by a court of law; and/or
- (f) has not been convicted of an offence and sentenced to imprisonment.

### *3.4 E-election process*

- (a) The e-election process takes place via a secure electronic voting system that is externally monitored.
- (b) At least 100 registered alumni must participate.
- (c) Executive positions and additional members are elected electronically.
- (d) Results are confirmed at the elective Annual General Meeting (AGM).

## **4. NOMINATION PROCESS**

### *4.1 Notice and call for nominations*

- (a) The Registrar will electronically call for written nominations from Convocation members, for purposes of electing suitable candidates.
- (b) The Registrar must send the call for nominations timeously, to ensure that the election is held as soon as possible before a vacancy arises, or as soon as possible after an unscheduled vacancy arose.
- (c) The Registrar issues the call for nominations via the CUT/alumni websites and e-mail, and through any other means.

### *4.2 Nomination requirements*

Members must submit nominations on the prescribed form.

- (a) Only verified Convocation members may nominate candidates or stand for election.
- (b) Nominations by non-members are invalid.
- (c) Submissions must include a nomination form, abridged curriculum vitae (CV), the nominee's acceptance and consent, and two supporting signatures.
- (d) Nobody may sign a nomination form more than once, regardless of whether they propose or second a nomination, or are nominated. This means that the same person may not simultaneously be a proposer and seconder of the same nomination.
- (e) Self-nominations are not allowed. A member may also not sign his/her own nomination as a proposer/seconder.

- (f) A nominated member must accept the nomination and must include a vision statement in his/her acceptance, as indicated on the nomination form.
- (g) A member may be nominated for more than one vacancy on the Convocation Exco. However, the member may only be appointed to one position. Once the member has been appointed, all further nominations of that member fall away.
- (h) A member is appointed to the position for which he/she has received the most votes.

#### *4.3 Election campaigning*

After the nominations have been published and during the elections, nominated members may campaign on their personal social media platforms until the elections have been concluded.

During campaigning, members should refrain from bringing the name of the university into disrepute and may not use the CUT name or logo for personal gain. They should, at all times, protect the CUT brand.

A failure to comply with these conditions will result in the member being disqualified. Once disqualified, the individual shall have no right to appeal or lodge any objections against the disqualification.

#### *4.4 Voting procedure*

- (a) The Registrar sets and announces opening and closing dates.
- (b) Voting takes place via a secure online system.
- (c) Members may vote online for one candidate per vacancy.
- (d) No proxies are allowed.
- (e) All graduates and all holders of recognised diplomas and higher certificates, or their equivalent, of the university and of its predecessor institutions, and every past student who meets the definition of an alum as provided for in the amended CUT Statute, are eligible to vote.
- (f) By voting online, the voter assumes responsibility for compliance with the Institutional rules for e-nominations and elections.
- (g) The Internal Audit Unit may be requested to validate the results of the elections, at the discretion of the Registrar or his/her delegate.
- (h) The Chief Risk Officer (CRO) shall investigate electoral compliance, in order to mitigate and address electoral malpractices.

#### *4.5 Objections to the outcome of the elections*

- (a) Objections should be lodged by the stipulated closing date stipulated in the published election implementation calendar.
- (b) To ensure fairness, transparency, and avoidance of any real or perceived conflict of interest, objections will not be adjudicated by any member involved in the electoral process or who is a nominee or candidate in the election. Instead, the resolution of such objections shall be considered and finalised by an Independent Review Panel comprising of one of the following representatives:
  - (i) Council
  - (ii) Senate
  - (iii) Institutional Forum (IF)
  - (iv) Senior Director: Legal Office (advisory role)
  - (v) The panel shall nominate the Chairperson amongst themselves.
- (c) The review panel shall decide on the validity of objections received and make recommendations for disqualification or confirmation of nominees.

(d) Submit the final decision on the nominations list to the Electoral Officer (Registrar) for announcement.

(e) The Registrar shall provide secretariat services.

#### 4.6 Screening

All nominees will be subjected to a screening process.

### 5. ANNOUNCEMENT OF RESULTS

- (a) The Registrar announces the results at the AGM where the results of elections conducted prior to the meeting must be announced.
- (b) The Registrar will inform unsuccessful candidates within a reasonable time.
- (c) The Registrar will issue appointment letters shortly after the AGM has endorsed the outcome of the elections.

### 6. CONFIDENTIALITY OF VOTING

- (a) Data and personal information are limited to authorised staff and external electoral auditors.
- (b) These parties are bound to strict confidentiality obligations/agreements, and all data is used solely for administrative verification.

### 7. ABSENCE OF AN EXECUTIVE COMMITTEE

If the Convocation Exco is not duly constituted or is unable to perform its functions at the time an election is due to be held, the following provisions shall apply:

1. **Authority to Proceed:** The Registrar, as the designated Electoral Officer, shall assume full administrative responsibility for overseeing and facilitating the election process.
2. **Eligibility and Nomination:** The rules regarding eligibility, nominations, and voting shall continue to apply as outlined in these election rules, without prejudice due to the absence of an Executive structure.

(a) Section 58 (6) of the Statute permits the Vice-Chancellor and Principal to preside over the meeting in the absence of the President and Deputy President.

(b) In the absence of an (Exco), management shall assume responsibility for overseeing all Convocation functions until a new Exco is duly elected.

(c) The Vice-Chancellor and Principal will preside over these functions or may appoint a competent person/individual to do so and may also designate a temporary executive committee from within the management to ensure continuity of Convocation operations.

### 8. REVIEW OF RULES

These rules will be reviewed every three years, or earlier, if required, and approved by the VCMC.