

# NORTHERN CAPE PROVINCE

PROFENSIYA KAPA-BOKONE



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IPHONDO LOMNTLA KOLONI

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**GENERAL NOTICES • ALGEMENE KENNISGEWINGS****GENERAL NOTICE 459 OF 2023**

SOUTH AFRICAN SCHOOLS ACT, 84 OF 1996 as amended  
NORTHERN CAPE DEPARTMENT OF EDUCATION

**NORTHERN CAPE DEPARTMENT OF EDUCATION CALL FOR PUBLIC COMMENTS ON THE REGULATIONS FOR THE ELECTIONS OF AND DETERMINATION FOR THE CONSTITUTION OF A SCHOOL GOVERNING BODY**

I, Zolile Monakali, Member of the Executive Council for Education in the Northern Cape Province, acting in terms of section 28 of the South African Schools Act, 1996 read with section 18(1) and in accordance with section 31 of the Northern Cape School Education Act, 1996 hereby publish the proposed Regulations for the Elections of the School Governing Body and the Determination for the Constitution of a School Governing Body.

All interested persons and organisations are invited to comment on the Notice in writing and direct their comments to:

The Head of Department: Education, Private Bag X5029, KIMBERLEY 8301 or 156 Barkly Road, Homestead, Kimberley 8301

Emails must be sent to: [FandoMalunga@ncdoe.gov.za](mailto:FandoMalunga@ncdoe.gov.za)

Kindly provide the name, address, telephone and fax numbers, and email address for the person or organization submitting the comment.

The comments must reach the Department within 30 days from the date of publication of this notice.

The Notice may also be obtained on [ncdoe.ncpg.gov.za](http://ncdoe.ncpg.gov.za)



**Mr. Zolile Monakali (MPL)**  
**MEC: EDUCATION**

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## SCHEDULE

To provide for a uniform system for the organisation and elections of school governing bodies for 2024; to amend and repeal certain SGB Election regulations relating to public schools and to provide for matters connected therewith.

### 1. Definitions

Any word or expression to which a meaning has been attached in the Act shall have the same meaning in these regulations, unless the context indicates otherwise.

**"CNS system"** means the candidate nominations system, a secure electronic system, to be used for the electronic submission of the information and documents contemplated in these Regulations;

**"days"** means calendar days including Saturdays, Sundays and public holidays;

**"district electoral officer"** means an appointed district official at a district office responsible to oversee and manage the election process in the district;

**"e-election"** means a school governing body election in which electronic means are used in one or more stages;

**"e-voting"** means an e-election that involves the use of electronic means in at least the casting of the vote;

**"e-voting station"** means the voting station for an e-election established at a place as determined by the School Electoral Officer;

**"e-voting system"** the hardware, software and processes which use electronic means to make a choice between options in an election;

**"educator"** means any person, excluding a person who is appointed to exclusively perform extra-curricular duties, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services, at a public school;

**"electronic ballot box"** means the electronic means by which the votes are stored pending being counted;

**"Full day"** means an uninterrupted election period during the day covering a period of 12 hours not exceeding 20:00;

**"Head of Department"** means the head of the education department in the province;

**“member”** means a member of the governing body;

**“Member of the Executive Council”** means the Member of the Executive Council who is responsible for education in the province;

**“non-educator member of staff”** means a person appointed according to the Public Service Act or the South African Schools Act who is not an educator at a school;

**“parent”** means –

- i. the biological or adoptive parent or legal guardian of a learner;
- ii. the person legally entitled to custody of a learner; or
- iii. the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the learner’s education at school;

**“principal”** means an educator appointed or acting in a post established as the head of a school;

**“provincial electoral officer”** means an appointed provincial official at a provincial office responsible to oversee and manage the election process in the province;

**“public school”** may be —

- i. an ordinary public school; or
- ii. a public school for learners with special education needs; or
- iii. a public school that provides education with a specialised focus on talent, including sport, performing arts or creative arts.

**“remote e-voting”** means e-voting where the casting of the vote is done by a device not controlled by an election official;

**“representative council of learners”** means a representative council of learners established in terms of section 11 of the Act;

**“school”** means an ordinary public school or a public school for learners with special education needs which enrolls learners in one or more grades from grade R to grade 12.

**“school electoral officer”** means the Principal of another school. In exceptional cases the District Director may appoint an education official who is trained in order to manage the election process of the school.

**“the Act”** means the South African Schools Act, 1996 (Act 84 of 1996), as amended.

**2. Application**

These regulations shall apply to all public schools in the Northern Cape Province and shall come into operation upon publication in the Provincial Gazette.

**3. Composition of School Governing Bodies**

The number of parent, educator and learner members of a governing body shall vary according to the type and grading of the school, as appears more fully in **Annexure "A" (i) and (ii)**.

**4. Composition of Governing Bodies of Ordinary Public Schools**

4.1 A Governing Body of an Ordinary Public School shall consist of:

- a) elected members;
- b) the Principal, in his or her official capacity;
- c) Co-opted members.

4.2 Elected members of the governing body shall comprise a member or members of each of the following categories:

- a) parents of the learners admitted to the school;
- b) educators employed at the school;
- c) non-educator members of staff employed at the school; and
- d) learners in the eighth grade or higher admitted at the school

**5 Composition of Governing Bodies of Public Schools for Learners with Special Education Needs**

The School Governing Body (SGB) of a public school for learners with special education needs shall be constituted as prescribed in section 24 (1)(a) – (j) of the Act.

5.1 The number of members per category for:

- a. parents of learners at the school, if reasonably practicable;
- b. educators;
- c. members of staff at the school who are not educators;
- d. and learners attending grade eight and higher, if reasonably practicable; will be as per **Annexure "A" (ii): Composition of Governing Bodies of Public Schools for Learners with Special Education Needs**. The procedure described in regulations (12, 14, 15, 16, 17, 18, 19, 20, and 21) shall apply to the elections of these categories.

5.2 Members of each category referred to in Section 24(1) (e) – (i) of the Act must furnish the Head of Department with appointment letters from their organization for the duration of the Governing Body term of office within 14 days after the school's election.



- 5.3 Any member of the governing body elected or appointed from the categories of persons referred to in the Act, Section 24 (1) (a), (e), (f), (g), (h), and (i) may serve as the chairperson.

## **6 Criteria for representation in public schools**

- 6.1 Criteria for the achievement of the highest practicable level of representativity of members of the governing body as prescribed in Section 28 (e) of the Act.
- 6.2 Representativity shall refer to the following aspects:
- a) Race;
  - b) Gender;
  - c) Disability
- 6.3 The School Governing Body shall discuss as part of its meetings and with parents the aspect of representativity in preparing for the triennial School Governing Body Elections and by elections.
- 6.4 Nominations shall reflect the aspect of representativity where practical or possible.
- 6.5 Prior to the election of office-bearers the principal shall make the members of the governing body aware of their responsibilities.

## **7 Profile of a Governing Body**

The particulars of each member of a SGB must be recorded as per **Annexure "H1"** for ordinary public schools or **Annexure "H2"** for public schools for Learners with Special Education Needs and submitted to the district office. This data must be updated when a by - election occurs and on an annual basis when offices bearers are elected.

## **8 Co-opted Membership**

- 8.1 The governing body of an ordinary public school which provides education to learners with special needs must, where practically possible, co-opt a person or persons with expertise regarding the special education needs of such learners.
- 8.2 A governing body may co-opt a member or members of the school community to assist it in discharging its functions. Such cooption must be discussed, endorsed and communicated in writing to the relevant community member by the governing body. A co –opted member may attend the governing body meeting when his area of expertise are needed. Details of co – opted member(s) must be reflected on the governing body data form, Annexure H.
- 8.3 The governing body of a public school contemplated in section 14 may co-opt the owner of the property occupied by the school or the nominated representative of such owner.

8.4 Subject to regulation 8.6, co-opted members do not have voting rights on the Governing body.

8.5 If the number of parents at any stage is not more than the combined total of other members with voting rights, governing body must temporarily co-opt parents with voting rights.

8.6 If a parent is co – opted with voting rights the co-option ceases when the vacancy has been filled through a by-election which must be held within 90 days after the vacancy has occurred.

**9 Term of office of members and office-bearers of governing bodies.**

9.1 The term of office of a member of a governing body other than a learner may not exceed three years.

9.2 The term of office of a member of a governing body who is a learner may not exceed one year.

9.3 The term of office of an office-bearer of a governing body may not exceed one year.

9.4 A member or office-bearer of a governing body may be re-elected or co-opted, as the case may be, after the expiry of his or her term of office.

**10 Eligibility**

10.1 A person shall be ineligible to be a member of a governing body if he or she:

- a) is mentally ill and has been so declared by a competent court;
- b) is an un-rehabilitated insolvent;
- c) has been convicted of a criminal offence and sentenced to imprisonment in a court of law in South Africa or in a foreign country, without the option of a fine for a period exceeding six months or has not yet served his or her full period of imprisonment;
- d) has been declared to be unsuitable to work with children as stipulated in terms of the Children's Act, 2005 (Act 38 of 2005) the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007; or
- e) has been found guilty on an act of misconduct in respect of his or her performance of governing body functions in terms of the Provincial Code of Conduct for members of Governing Bodies in public schools.

10.2 If a person elected as a member of a governing body ceases to fall within the category for which they were nominated and elected, he or she shall cease to be a member of the governing body.

10.3 A parent who is employed by the school may not be elected as a parent member of a governing body at the school.

- 10.4 A principal of a school shall not be elected as an educator member of a governing body at the school where he/she is appointed).
- 10.5 No learner may be elected to a governing body of an ordinary public school unless he or she is admitted to the eighth grade or higher and he or she is an elected member of the Representative Council of Learners at the school concerned.
- 10.6 In the case of learners with special education needs learners in the eighth grade or higher may be elected, only if it is reasonably practicable.
- 10.7 A parent shall be entitled to vote only for a parent member of the governing body and shall have one vote in respect of each parent candidate.
- 10.8 An educator employed at a public school shall be entitled to vote only for educator members and shall have one vote in respect of each educator candidate.
- 10.9 A non-educator member of staff shall be entitled to vote only for non-educator members and shall have one vote in respect of each non-educator candidate.
- 10.10 Every member of the representative council of learners shall be entitled to vote only for a learner member, and shall have one vote in respect of each nominated learner candidate on the RCL.
- 10.11 It is the responsibility of the registered parent/s to inform the principal on the change of personal details with supporting documents where applicable.

## **11. Electoral Officers**

### **11.1 Provincial Electoral Officer**

The Head of Department shall appoint an official of the department as the Provincial Electoral Officer and the duties of the Provincial Electoral Officer will be to:

- a) monitor the nomination and election process in the province;
- b) adapt the templates to suit provincial monitoring objectives;
- c) support the district electoral officers;
- d) liaise between the Head of Department and the districts;
- e) appoint district electoral officers in consultation with the District Directors;
- f) ensure that there is adequate notification of the election date;

- g) ensure compliance with provincial procedures with regard to elections;
- h) develop materials and procedures for the training of district and school Electoral Officers and teams, and ensuring that this training takes place as planned;
- i) adjudicate on all appeals resulting from the nomination and election process;
- j) monitor and evaluate the election process in the province;
- k) develop a database of SGB's on taking office; and
- l) within 30 days of receipt of the report of the district electoral officers and the election monitors compile a report on the elections to the Head of Department and MEC, and in such report shall take into account the reports of the election monitors;
- m) Investigate and address any appeals on disputes related to the application of these Regulations investigated and concluded by the District Electoral Officer or complaints received after the dispute and appeal period.

## **11.2 District Electoral Officer**

11.2.1 The Provincial Electoral Officer shall, in consultation with the District Director, appoint a District Electoral Officer who shall be a senior District official of the District concerned. The duties of District Electoral Officer shall be to:

- a) appoint a district electoral team;
- b) co-ordinate the election processes in the district;
- c) advise the Provincial Electoral Officer on any matter relating to the elections and shall ensure the implementation of these regulations in the district;
- d) compile a management plan to implement these regulations;
- e) designate School Electoral Officers for each school in the District and also ensure that each school has established a school election team;
- f) ensure that each election official working at a school in the District is adequately trained to support the elections;
- g) ensure that all School Electoral Officers receive the provincial election regulations and other documents in good time;
- h) ensure that election advocacy is conducted in the district in terms of a provincial plan;
- i) monitor the election process by visiting public schools during elections;
- j) compile election dates for all public schools in the district as per **Annexure "B"**;
- k) ensure that the School Electoral Officers have informed the district office in writing of the dates of the election and of the names and contact numbers of the persons elected to SGBs;

- l) ensure that they receive the Data Form as per **Annexure "H1"** for Ordinary Public Schools or **Annexure "H2"** for Public Schools of Learners With Special Educational Needs from the School Principal; and submit it to the district within 30 days of the school election meeting;
- m) provide the Provincial Electoral Officer with a composite SGB Data form within 30 days of the final election date;
- n) compile a district report on the elections and submit it to the Provincial Electoral Officer within 30 days of the final election date;
- o) capacitate School Electoral Officers to be able to manage the school election process;
- p) prepare recognition letters of newly elected governing body members for the signature of the District Director and distribute to schools.
- q) Investigate and address any matter brought under his/her attention by a member of the public which are not in line with these Regulations.

**11.2.2 The District Election Team shall consist of:**

- a) District Electoral Officer
- b) District officials

**11.2.3 The District Election Team shall:**

- a) Assist the District Electoral Officer with all election duties;
- b) Be responsible for an advocacy strategy to ensure that SGB elections are well advertised amongst all stakeholders in the district;
- c) to oversee the elections.

**11.2.4** The Provincial and District Electoral Officers may not be nominated, elected or co-opted as members of any governing body of any school in the province.

**11.3 School Electoral Officer**

**11.3.1** The functions of the School Electoral Officer before the election meeting shall be to:

- a) Sign off the notice prepared by the School Principal giving details of the date, time and venue of the election mode. The format of the notice must be as per **Annexure "C1"**.

**11.3.2** A School Electoral Officer shall not be nominated or elected as a member of a governing body of a school for which he or she is the electoral officer.

11.3.4 During the election meeting the School Electoral Officer shall:

- a) explain the procedure for nominations and elections to the voters;
- b) let the nominees introduce themselves in accordance with these regulations;
- c) draw the attention of the voters to the provisions of the Act and of these regulations;
- d) manage the election process;
- e) intervene and resolve any disputes on the day of election;
- f) submit the school report, election results, voters roll and SGB data to the district electoral officer within 5 days after the elections have been conducted.

11.3.5 The School Election Team shall:

- a) Assist the principal and School Electoral Officer with all their duties including updating of parent details on SASAMS;
- b) Be responsible for an advocacy strategy to ensure that SGB elections are well advertised amongst all stakeholders;
- c) Assist with the attendance register and minutes of the nomination and election meeting.

## 12. The School Principal

The responsibilities and functions of the Principal before the elections are to:

- a) distribute notices of the elections to the following eligible voters: parents, educators, non-educators and learners not less than 21 days before the election date;
- b) ensure that a hard copy of the notice is handed to every learner at least 21 days prior to the proposed nomination and election meeting with clear verbal instruction to the learner to hand it to his or her parent; and
- c) ensure the notice of the date, time, and venue must be distributed through all other communication methods that works for the school community, as long as it in no way disadvantaging any member of the school community;
- d) ensure that the notification must be in the school's language of instruction and where practical, in the home language of learners;
- e) post nominee profiles at a convenient place for parents to be able to view at least **7 days** before the Election Day;

- f) ensure that nomination forms are available during the nomination and election meeting. The format of the nomination form must be as per **Annexure "D"**;
- g) ensure that there is a suitable venue for the election meeting;
- h) Monitor, stamp and sign off on every page that an accurate voters rolls have been compiled;
- i) ensure that a School Election Team is established, operational and supported by staff members;
- j) ensure that the School Election Team understands the procedures that are applicable, and that all the resources that will be needed for the elections are available.

### **13. Monitoring of Elections**

**13.1** The Provincial Electoral Officer/District Electoral Officer shall appoint any number of persons to monitor all processes during all the SGB elections.

**13.2** Such a person/s shall:

- a) have access to any proceeding relevant to the elections as far as reasonably possible;
- b) not interfere with any process relating to the elections;
- c) compile a written report of his observations and submit it to the Provincial Electoral Officer/District Electoral officer within 14 days of the conclusion of the elections.

### **14. The registration of voters**

**14.1** A voters' roll for each of the categories must be available containing the names of all eligible parents, educators, members of staff and learners. **Annexure "K"** reflects the Voter's roll for parents.

- a) It is the responsibility of the Principal to ensure that parents; learners, educators and non-educator member of staff update their particulars when there are changes to their details. All updates and changes to the SASAMS database **must** be verified and approved by the Principal on a quarterly basis prior to the database being sent to the District EMIS Unit;
- b) The Principal of a school must provide the School Electoral Officer with a stamped and signed off voters roll for all components on all pages.
  - I. The voters' roll for educators must consist of all educators employed at the school;
  - II. The voters' roll for non-educator members of staff must consist of all staff members employed at the school;
  - III. The voters roll for learners must consist of all elected RCL members at the school;
  - IV. The voters roll for parents; learners; educators; non-educator members of staff must be based on the approved updated SASAMS database of the school.

- 14.2 The Principal must issue a 7 day notice (**Annexure C2**) inviting parents to verify their details on the voters roll. The verification and updating process must start from the 8<sup>th</sup> day and be completed 7 days prior to the election date.
- 14.3 The school shall regard the parents details on the admission register as correct should parents fail to update their details on the school admission register during the period referred to in regulation 14.2.
- 14.4 The details of the final verified and updated voters roll must be recorded on "**Annexure J**" and signed off by the principal as a true record of all registered parents.
- 14.5 All proposers, seconders and nominees must be people who are listed on the voters' roll. The voters roll for all categories close 7 days before the voting day to ensure that the electoral officer can focus on the nomination and voting processes and quality assure the voters roll.

## **15 Nomination and elections modes**

- 15.1 The following election modes are available:

- (a) Nomination and Election Mode;
- (b) Full Day Election Mode ; or
- (c) E-Elections Mode.

- 15.2 Should public schools in consultation with the parents choose to use the E-Election mode, the school must apply to the HOD or his/her delegate, not less than 30 days prior to the date of election.

- 15.3 In granting permission for the election mode, the HOD or his/her delegate will consider whether:

- a) the mode of the election will promote the best interests of the public school community and the public school and will allow for maximum participation of voters in the voting process;
- b) the mode of election will not discriminate unfairly against any potential voter or group of voters;
- c) sufficient provision is made for the nomination process; and
- d) sufficient resources are available for the preferred mode.

- 15.4 The HOD or his/her delegate must respond within seven (7) days of receiving the notification. Failure to respond will be considered as affirmation for the public school to proceed with the chosen election mode.

- 15.5 The public school may appeal to the MEC responsible for education in the province, in writing, within seven days from the date of notification of a decision, in terms of par 15.3.



- 15.6 The MEC responsible for education must, within seven (7) days of receipt of an appeal, as contemplated in paragraph 14.5 inform the public school, in writing, of his or her decision and the reasons for the decision.
- 15.7 The Principal and outgoing SGB must communicate the mode of election to the School Electoral Officer to prepare and sign notices to parents accordingly.
- 15.8 The School Electoral Officer must inform the District Electoral Officer of the mode of the election and submit the management plan of the election 14 days prior to the election;
- 15.9 The management plan referred to in subparagraph 15.8 must at least contain:
- (a) The proposed date for the mode of the election;
  - (b) The time the election will start, times when voting stations are open and the closing time;
  - (c) The time that the votes will be counted and results announced;
  - (d) The schedule for school elections team members to monitor the voting stations to ensure that there are enough officials available for the process to continue.
- 15.10 The School Electoral Officer must prepare notices (**Annexure C1**) in the prescribed forms, in which the date, time and place of the nomination and election must be stated. The notices must be distributed in accordance with regulations 12 and 20.
- 15.11 The School Electoral Officer must ensure that the notices regarding the nominations and elections are distributed and displayed as indicated in the regulations.

## **16 Order of Elections**

- 16.1 The School Electoral Officer should follow the principle of inclusion, transparency and democracy.
- 16.2 The election of the parent component on the governing body shall be held after the nominations and elections of the educator, member of staff and learner members of the governing body.

## **17 Nomination and Election of Educator Members**

- 17.1 The Principal of a school must provide the School Electoral Officer with a stamped and signed off voters roll for educators on each page.

- 17.2 The School Electoral Officer must in consultation with the Principal determine the date, time, and place for the nomination and election meeting for educator members.
- 17.3 The Principal must ensure educators at the school received the notice of the nomination meeting at least 21 days before the day of the meeting. The format of the notice and the ballot paper must be as per **Annexure "C1"** and **"E"**, respectively.
- 17.4 The nomination of an educator shall be done by the submission of a nomination form duly completed and signed by an educator employed at the school making the nomination, one educator employed at the school supporting the nomination and the candidate, to the School Electoral Officer at the nomination and election meeting.
- 17.5 If the total number of candidates whose nominations have been accepted:
- a) is less than the number of members allowed for the category of the school concerned as set out in Annexure "A"
    - i. The nomination time shall be extended by a period not exceeding 30 minutes, if the nominations are still lower than the required number allowed for the category the meeting shall adjourn and the School Electoral Officer must convene another meeting within a period not exceeding 7 days before the parents' nomination and election meeting. Members nominated prior to the rescheduling of the meeting, will remain nominated for election at the rescheduled election but further nomination may still be lodged and accepted.
    - ii. If after the second nomination meeting held in terms of regulation 17.5 (a) the total number of valid nominations is still lower than the required number of educator members, the School Electoral Officer shall declare the nominated candidates to be duly elected and the provisions of regulation 8 shall apply provided that by-elections shall be conducted within 90 days after the day of such election and:
  - a) is equal to the number of the members referred to in regulation 17.5 (a), the School Electoral Officer shall declare all the nominees duly elected to the governing body; or
  - b) is greater than the number of the members referred to in regulation 17.5 (a), an election shall be held by secret ballot.
- 17.6 Where a school has only two educators on its staff, the School Electoral Officer may draw lots or use some other method that allows for a random selection between the tied nominees. This must be done openly and by agreement of the nominees.

## 18 Nomination and Election of a Non-Educator Member of Staff

- 18.1 The procedure described prescribed in regulation 17 shall apply to the nomination and election of non- educator members of staff: provided that the format of the notice of the meeting and the ballot paper must be as per **Annexure "C1"** and **"E"**, respectively.
- 18.2 In cases where there is no non-educator member of staff at a school, the position will be left unfilled.
- 18.3 Where there is one non-educator member of staff he or she shall be regarded as duly elected to the governing body.
- 18.4 Where there are two members of staff at a school, the School Electoral Officer will draw a lot or use some other method that allows for a random selection between the tied nominees. In the case of more than two non-educators a democratic election must be held to determine who should be elected to the governing body.

## **19 Nomination and Election of Learner Members**

- 19.1 The nomination and election of Representative Council of Learners on to the SGB must be held in accordance with the procedure prescribed by Provincial Notice 110 of 2016 published in Provincial Gazette 2054. Annexures "A3" (notice of the meeting), "B3" (nomination form) and "C2" (ballot paper) is also to be used in support of the process.
- 19.2 The learners must be made aware of Section 32 of the Act, which outlines the status of minors on the governing body.

## **20 Nomination and Election for Parent Members**

### **20.1**

- (a) The school Principal in consultation with the School Electoral Officer must prepare notices of the combined nomination and election meeting in which the date, time, and place of the mode of election shall be stated. The format of the notice and the ballot paper must be as per **Annexure "C1"** and **"E"**, respectively.
- (a) The date, time and venue should be considered that will allow for maximum parent participation in the election.
- (b) **Annexure J** "Declaration on the verification and updating of the parent details on the voters roll" must be completed and signed off 7 days before the nomination and election meeting
- (c) Notices of the date time and venue of the nomination and election should be distributed through all means of communication and displayed in prominent places in the school and community at least 21 days prior to the date of the nomination and election. The nomination and election of members must be in line with the mode of election that the school will undertake.

- 20.2 The School Electoral Officer must ensure that:

- (a) The required quorum of 15% is met before nominations start;
- (b) The starting and closing time for nominations is indicated at the beginning of the meeting;
- (c) For each nominee there is a proposer and a seconder; and
- (d) The nominee, proposer and seconder appear on the voters roll and are present on the day of the nomination and election meeting.

20.3 If at the first nomination and election meeting a quorum is not reached, the election must be rescheduled for not less than 7 or more than 14 days from the date of the first meeting in which event the procedure prescribed in regulation 20 shall be repeated.

20.4 Candidates nominated prior to the rescheduling of the nomination and election meeting will remain nominated for election at the rescheduled meeting but further nomination may still be lodged and accepted.

20.5 Notice of the second election meeting should clearly state that no quorum is required for this meeting.

## **21. Quorum**

A 15 % quorum is required for SGB Elections results to be confirmed.

## **22. Nomination and Election Mode**

For this mode the nomination and election are two sessions of one meeting. When the nomination session ends the election session starts immediately.

### **22.1 Nomination Parent Members**

- 22.1.1 The School Electoral Officer in consultation with the school principal must ensure that the notices regarding the nominations and elections are distributed, displayed and that it is distributed to parents as prescribed in regulation 12 (a - c).
- 22.1.2 The School Election Team must verify voters' credentials on the voters roll. A green barcoded identity document or smart card, passport or valid driver's license shall serve as proof of an eligible voter.
- 22.1.3 A quorum of 15 % of the total number of parents on the voters roll is required for the nomination and election mode to proceed.
- 22.1.4 The School Electoral Officer will determine the time and duration of the nomination process: provided the time allocated is not less than 30 minutes and not more than 1 hour.

22.1.5 The nomination of a candidate shall take place during the nomination and election meeting in accordance with the following process:

- a) A nomination is made during the time allowed for nomination provided that such nomination shall be supported by another parent and a nomination form is duly completed by the proposer, the seconder and the candidate, and is lodged with the electoral officer in the meeting. The proposer, seconder and candidate must be present in the nomination meeting. The nomination process must be done in written format, no show of hands shall be allowed.
- b) No proxy votes will be allowed.

**22.2** After the nomination time has expired the School Electoral Officer must:

22.2.1 consider the nominations and reject the nomination of any candidate who:

- a. has not been nominated in accordance with the procedure set out in these regulations;
- b. is not eligible to be nominated and elected in terms of these regulations;
- c. announce the names of the candidates whose nominations have been accepted.

**22.2.2** If the total number of candidates whose nominations have been accepted:

- a) is less than the number of members allowed for the category of the school concerned as set out in **Annexure "A"**,
  - i. the nomination time shall be extended by a period not exceeding 30 minutes, if the nominations are still lower than the required number allowed for the category the meeting shall adjourn and the school electoral officer must convene another meeting rescheduled for not less than 7 or more than 14 days from the date of the first meeting. Members nominated prior to the rescheduling of the meeting, will remain nominated for election at the rescheduled election but further nomination may still be lodged and accepted.
  - ii If after the second nomination meeting held and the total number of valid nominations is still lower than the required number of parent members, the School Electoral Officer shall declare the nominated candidates to be duly elected and the provisions of subparagraph 8.5 and 8.6 shall apply: provided that the by - elections shall be conducted within 90 days after the day of such election.
- b) is equal to the number of the members referred the School Electoral Officer shall declare all the nominees duly elected to the governing body; or
- c) is greater than the number of the members referred to in paragraph an election shall be held by secret ballot.

### **22.3 Casting of Votes**

The election shall be held on the date, time and place indicated in the notice (**Annexure C1**) of the nomination meeting.

22.3.1 The School Electoral Officer shall explain the procedure that will be followed in the meeting and must at least stipulate that every nominated candidate will have the opportunity to state verbally in the meeting:

- a) his or her name;
- b) the names and grades of his or her children in the school;
- c) occupation and experience or skills; and
- d) his or her vision for the governance of the school, for parents to make an informed decision during the election process.

22.3.2 The election shall be by secret ballot. The format of the ballot paper must be as per **Annexure "E"**. Ballot papers issued should not be taken outside the voting station.

22.3.3 Before the ballot papers are distributed, the School Electoral Officer must ensure that every ballot paper has the school stamp on it.

22.3.4 The School Electoral Officer must explain the voting process, the minimum and maximum number of candidates to be voted for as well as how to record the vote.

22.3.5 Before the election meeting the school electoral officer shall prepare the ballot paper with the names of all nominees on them in alphabetical order based on surnames.

22.3.6 A voter shall, in secrecy, record his or her vote on the ballot paper and then deposit the ballot paper in a box or other closed container provided for the purpose.

22.3.7 A person needing assistance may, at their own request, be assisted by the school electoral officer or member of the electoral team in the presence of a witness identified by the voter.

#### **22.4 Counting of votes**

22.4.1 The Electoral Officer must open the ballot papers in the presence of monitors, observers and nominees who wish to be present.

22.4.2 The School Electoral Officer must reject any spoiled paper before counting the votes recorded for every candidate if:

- a) the ballot paper on which the official mark or stamp does not appear;
- b) ballot papers on which more votes are recorded than the number of members to be elected;
- c) a vote which is completed in such a way that it is, in the opinion of the electoral officer, uncertain for which candidate or candidates a vote was recorded for.

22.4.3 After the rejection of spoilt papers, the School Electoral Officer must:

- a) count the votes in the presence of every candidate who wishes to be present;
- b) announce to the whole meeting the name of each candidate and the number of votes cast for each; and
- c) complete the form as per **Annexure "F"** indicating the number of votes each candidate obtained.

22.4.4 The School Electoral Officer must announce the candidates who have been elected, in the descending order of the number of votes obtained.

22.4.5 Where there is a tie in the number of votes obtained by two or more candidates and this affects the result of the election, the School Electoral Officer shall draw lots to ascertain a result or use some other method that allows for a random selection between the tied nominees. This must be done openly by agreement of the nominees and in the presence of monitors, observers and nominees who wish to be present.

22.4.6 The School Electoral Officer shall decide all matters relating to the nominations and election.

22.4.7 The School Electoral Officer shall complete an election declaration form as per **Annexure "F"** after the parents' election meeting and submit it to the district electoral officer.

## **23 Full Day Election Mode**

This mode is a manual full day election where manual voting begins at a specified time and continues for an extended period as determined by the school electoral officer. The counting of votes may proceed only if the number of votes cast by the close of the polls indicates that a 15% quorum of voters has been reached.

### **23.1 Nomination of Parent Members**

- (a) The School Electoral Officer in consultation with the school principal must ensure that the notices regarding the nominations and elections are distributed, displayed and that it is distributed to parents as prescribed in regulation 12 (a - c).
- (b) A parent must be nominated (**Annexure D**) and seconded only by a parent of a learner of the school concerned who must appear on the voters roll by lodging with the school electoral officer, not less than 7 days prior to the commencement of the election day, a nomination form duly completed by the proposer, seconder and nominee;
- (c) The nominee must provide the following information to accompany the nomination form for distribution to parents before the Election Day:

- i. A recent passport size photo
  - ii. Full names
  - iii. The names and grades of child(ren) in the school;
  - iv. Occupation, skills and experience that would benefit the school; and
  - v. The nominee's vision for the school.
- (d) The profiles of all nominated candidates must be distributed to all parents 3 days before the Election Day.

### **23.2 Election of Parent Members**

- (a) The School Electoral Officer must prepare ballot papers containing the names of all nominated candidates in alphabetical order (**Annexure D**). These ballot papers must have the school stamp on them, or some other distinguishing feature which prevents the ballot papers from being tampered with.
- (b) Nominated candidates must be allocated numbers corresponding to the number next to their names on the ballot paper.
- (c) Each parent verified on the voters' roll must receive a ballot paper to mark in secret a maximum number of parents as indicated in (**Annexure A**).
- (d) The marked ballot paper must be folded and placed in a ballot box or any closed container provided for this purpose.
- (e) A person in need of assistance may, at his or her own request, be assisted by the School Electoral Officer with a witness identified by the voter.

### **23.3 Counting of votes**

- (a) For the counting of the votes the procedure as contemplated in regulation 24 will be followed.
- (b) Counting can only commence after it has been confirmed that the 15% quorum of votes have been cast.
- (c) If the quorum is not met at the first full day election, the election must be rescheduled not less than 7 or more than 14 days from the date of the first meeting in which event the procedure prescribed in paragraph 20.1 is applicable

### **24. E-Elections mode**

E-Elections is a mode of elections in which electronic means are used in one or more stages. This mode of elections can only be selected by schools which have the capacity to deliver such elections virtually due the available resources and having the majority of the parent body having access to the required technology to participate in the elections.



**24.1 E-voting – Operational requirements**

- (1) The nomination of members must take place in accordance with paragraph 24.1
- (2) An e-voting station must be established at a place as determined by the School Electoral Officer where the e-voting can take place.
- (3) The e-voting and remote e-voting must be held on the date and at the time and place as determined by the School Electoral Officer.
- (4) The Principal must at least 14 days prior to the date of the e-election:
  - (a) Inform the voters, in clear and simple language, of the way in which the e-election will take place, and any steps a voter may have to take in order to participate and vote; and
  - (b) Provide an official list of the software to be used in the e-election. At the very least it shall indicate the software used, and a brief description.
- (5) Remote e-voting may not start at an earlier time than the opening of the e-voting station at the public school. Remote e-voting shall not continue after the end of the voting period at e-voting station at the public school.
- (6) Before any e-voting takes place, the school electoral officer shall satisfy itself that the e-voting system is working efficiently and correctly and that the necessary security measures referred to in paragraph 24.2 are in place.
- (7) For every e-voting channel, support and guidance arrangements on voting procedures shall be set up for, and be available to, the voter. In the case of remote e-voting, such arrangements shall also be available through a different, widely available communication channel.
- (8) The School Electoral Officer must ensure that:
  - (a) the relevant software and services can be used by all voters; and
  - (b) users are supplied, whenever required and possible, with additional facilities, such as special interfaces or other equivalent resources, such as personal assistance.
- (9) There must be equality in the manner of presentation of all voting options on the device used for casting an electronic vote.
- (10) A list of the nominees which must stipulate at least:
  - (a) a recent passport size photo
  - (b) his or her name;
  - (c) the grade/s of his or her child/children in the school;
  - (d) occupation and experience or skills;
  - (e) vision for the school; andmust be made available and be presented with equality on all the e-voting systems and shall also be made publicly available by other means before the e-voting date.
- (11) The School Electoral Officer must ensure that the e-voting system presents an authentic ballot to the voter. In the case of remote e-voting, the voter shall be informed about the means to verify that a connection to the official server has been established and that the authentic ballot has been presented.

**24.2 Technical requirements for the e-voting system:**

- (1) In order to ensure democratic elections, the voter interfaces of e-voting systems must be usable and understandable by as many people as possible.
- (2) The e-voting system must verify the eligibility of the voter before the vote can be cast.
- (3) The e-voting system shall authenticate the voter and shall ensure that only the appropriate number of votes per voter are cast and stored in the electronic ballot box.
- (4) The e-voting system shall ensure that the voter's choice is accurately represented in the vote and that the sealed vote enters the electronic ballot box.
- (5) The e-voting system shall maintain the availability and integrity of the votes. It shall also maintain the confidentiality of the votes and keep them sealed until the counting process.
- (6) After the end of the e-voting period, no voter shall be allowed to gain access to the e-voting system.
- (7) The e-voting system shall contain measures to preserve the availability of its services during the e-voting process. It shall resist, in particular, malfunction or breakdowns.
- (8) The School Electoral Officer shall appoint at least one person, on grounds of expertise, who will have access to the central infrastructure of the electronic platform and the election data. Critical technical activities shall be carried out by this person. As far as possible, such activities shall be carried out outside election periods.
- (9) The counting process shall:
  - (a) Accurately count the votes and the counting of votes shall be reproducible;
  - (b) Maintain the availability and integrity of the electronic ballot box and the output of the counting process as long as required.
  - (c) Provide the ability to cross-check and verify the correct operation of the e-voting and the accuracy of the result, to detect voter fraud, multiple votes by the same voter and to prove that all counted votes are authentic and that all votes have been counted.
  - (d) Provide the ability to verify that an e-election has complied with the applicable legal provisions, the aim being to verify that the results are an accurate representation of the authentic votes.
- (10) Consideration shall be given, when developing new products, regarding their compatibility with existing ones, including those using technologies designed to help people with disabilities.

## **25. Dispute Resolution**

- 25.1 The school electoral officer shall decide all matters connected with the nomination and election process.
- 25.2 All disputes shall be reported to the school electoral officer during the elections for record purposes.
- 25.3 The school electoral officer is authorised to attempt to resolve all disputes and, as far as possible, ensure that the elections are free and fair.

- 25.4 Should the School Electoral Officer, for any reason, be unable to resolve a dispute, he or she must allow the election to be completed and thereafter refer the dispute to the District Electoral Officer within 7 days of the election.
- 25.5 If a complainant is not satisfied with the decision of the School Electoral Officer he or she may refer a dispute to the district electoral officer within 7 days of receiving written notice of the final decision of the School Electoral Officer.
- 25.6 Should a complainant be dissatisfied with the decision of the district electoral officer he or she may lodge an appeal with the MEC within 7 days of receiving written notice of the final decision of the decision of the District Electoral Officer.
- 25.7 The decisions referred to in 25.4, 25.5 and 25.6 must be made within 30 days of the receipt of referral.
- 25.8 Any dispute lodged after the processes referred to in regulations 25.7 will be regarded as a complaint and regulation 11.1 (m) will take effect.

## **26. Procedure after the elections**

- 26.1 After the election of a governing body the School Electoral Officer must place all documents (notice of the meeting, voters roll, all ballot papers, attendance register of the day of election, declaration of election, including ballot papers, used at such election in envelopes and seal the envelopes and hand them over to the Principal within 5 days of the election meeting.
- 26.2 The Principal must keep the envelopes in safe custody for a period of 3 years.
- 26.3 The school electoral officer must notify the principal in writing of the names and contact numbers of the persons elected as members, and in such notice direct the principal to inform all parents of the school of the election results within 5 days of the elections.

## **27 Election of Office-Bearers**

- 27.1 Prior to the election of office-bearers the principal shall make the members of the governing body aware of their responsibilities and the need to ensure that office-bearers are as representative of gender and racial diversity of the school as possible. The responsibility of the Principal is to assist the governing body in the performance of its functions and responsibilities as set out in The Act Section 16 A.
- 27.2 The principal shall convene the first meeting of the governing body within 7 days after publication of the results of the elections.
- 27.3 At the first meeting of the governing body such body shall, from amongst its members, elect office bearers who must include at least a chairperson, a treasurer and a secretary: provided that the chairperson shall be a parent member

of the governing body who is not employed at the school concerned. The election must be done through a secret ballot.

- 27.4 Where for any reason the office of any office-bearer becomes vacant, the governing body shall, subject to the above provisions, at the first meeting after that vacancy has occurred, elect one of its members to fill that vacancy for the unexpired period of office of his or her predecessor.
- 27.5 The principal shall preside at the meeting if both the offices of chairperson and vice-chairperson are vacant.
- 27.6 It is advisable not to have more than two educator members serving as office bearers of the governing body;
- 27.7 Governing body members are advised not to hold more than one office at the same time on the governing body;
- 27.8 The principal must, after a meeting at which any office-bearer has been elected in accordance with these regulations, forthwith notify in writing the district director concerned of the date and names of the persons elected. **Annexure "H"** must be completed and submitted to the district director within 5 days after the meeting.
- 27.9 (1) A governing body may—
- (a) establish committees, including an executive committee; and
  - (b) appoint persons who are not members of the governing body to such committees on grounds of expertise, but a member of the governing body must chair each committee.
- (2) A governing body of an ordinary public school which provides education to learners with special education needs must establish a committee on special education needs.

## **28. Registration of Governing Body Members and Hand-over Procedure**

- 28.1 At the first meeting the school principal must ensure that the particulars of every member of the new governing body appear on the data form referred to in regulation 7.
- 28.2 The principal must, within 5 days of the election of office bearers meeting, submit the data form (**Annexure H**) to the District Director.
- 28.3 The principal must inform the District Director of any changes to the membership of the governing body within 14 days of those changes.
- 28.4 The principal must plan and facilitate the Hand – over procedure in accordance with **Annexure "I"**.
- 28.5 The Principal should manage the procedure by officially handing over all governing body files to the newly elected governing body;
- 28.6 Conduct an induction session for the newly elected members and;
- 28.7 Answer any questions that the newly elected governing body may have.

**29. Procedure for the Annual SGB Election of Office Bearers****29.1 Functional effective SGB**

29.1.1 The term of Office of an Office Bearer of a governing body may not exceed one year.

29.1.2 The date and time of the annual election of Office Bearers shall be same as during the first SGB Election of Office Bearers annually. Any deviation in this regard should be reported by the Principal to the District Electoral Officer for a decision in this regard at least 30 Days before the actual date of the annual election of Office Bearers.

29.1.3 The SGB Chairperson in consultation with the SGB Secretary and Principal shall issue the Notice for the meeting which will include the Election of Office Bearers.

29.1.4 Vacant parent(s) position should be filled with co-option of parents with voting rights with the understanding by elections will be within 90 days.

29.1.5 Election of Office Bearers shall be through casting of ballot papers.

29.1.6 The Principal shall preside over the Election of the Chairperson and Vice Chairperson positions. Thereafter the Chairperson will manage the Election of the other Office Bearers.

29.1.7 Governors may be reelected to serve another term of Office.

29.1.8 Either Annexure H1 or Annexure H2 (special schools) shall be completed immediately after the Election of Office Bearers and submitted to the District Electoral Officer the following day.

**29.2 Non Functional SGB**

29.2.1 The Principal must assist the governing body in the performance of its functions and responsibilities.

29.2.2 Should governors not perform their duties, the Principal must report the matter to the District Office for the attention of the School Circuit Manager and District Electoral Officer immediately within the first month when it occur.

29.2.3 All efforts and systems should be put in place to resuscitate the functionality of the SGB immediately should governors cease to perform their functions and responsibilities including exercising the option of the Act, SASA Section 22 and/or Section 25.

29.2.4 Should the position of the Chair and Vice Chair be vacant at the time of the Annual SGB Election of Office Bearers the Principal shall convene such a meeting.

29.2.5 The date and time of the annual election of Office Bearers shall be same as during the first SGB Election of Office Bearers annually. Any deviation in this regard should be reported by the Principal to the District Electoral Officer for a decision in this regard at least 30 Days before the actual date of the annual election of Office Bearers. The Same procedures will be followed as in Regulations 29.1.4 to 29.1.8

**30. Constitution of School Governing Body**

The Constitution of a School Governing Body (SGB) of a public school shall reflect but not be limited to the following:

- 31.1 the vision and mission statement of the school;
- 31.2 duties of office bearers;
- 31.3 establishment of committees with clear functions;
- 31.4 meeting procedures and frequency;
- 31.5 procedure to manage amendments to the constitution.

**31. A vacancy shall occur whenever a member:**

- (a) Resigns in writing;
- (b) Becomes deceased;
- (c) Becomes disqualified as contemplated in regulation 10;
- (d) Absents him or herself from two or more consecutive meetings of the governing body without the authorization of governing body to do so and due process taken into consideration;
- (e) Is removed from office in accordance with provisions contained in a code of conduct contemplated in Section 18A of the Act;
- (f) No longer falls within the category of members that he or she represented at the time of the election;
- (g) If at any point, through an investigation by an electoral officer is found that an irregularity occurred during the election of such a member.

**32. By-Elections due to vacancies in the governing body**

32.1 Should a vacancy contemplated in regulation 32 exist, the principal of the school must in writing and within 14 days, inform the District Director of the existence of such vacancy.

32.2 A School Electoral Officer must be appointed for each by-election.

32.3 A by-election must be held whenever:

- (a) the number of parent members of a governing body falls to a number equal to or less than the total of the other members of the governing body;
- (b) the number of members who, at the constitution of a governing body, were elected, or declared elected, falls to a number equal to or less than the quorum referred to in the constitution of a fully constituted governing body; or
- (c) a member of the category of members of a governing body referred to in section 23 or 24 of the Act is no longer represented on a governing body.

32.4 Whenever a vacancy occurs as envisaged in regulation 31, a by- election must be held within 90 days of occurrence of such vacancy.

- 32.5 The procedure described in regulations 12 and 20 shall apply to the by - elections.
- 32.6 A member elected in accordance with this paragraph remains in office for the unexpired term of office of his or her predecessor.
- 32.7 Should a vacancy contemplated in regulation 32.4 occur in respect of an elected parent member, a school governing body must temporarily co-opt a parent to serve as a member with full voting rights for a period not exceeding 90 days.
- 32.8 In the event of a vacancy in the categories of membership referred to in regulation 4.2 (b), (c) and (d) eligible members of the category concerned shall, within 90 days, hold an election to fill the vacancy.
- 32.9 The appointment of the co-opted parent referred to in regulation 32.7 shall take place within 21 days.
- 32.10 A governing body member with a child in the exit grade (7 or 12) must inform in writing, the governing body chairperson and principal three months in advance before the end of the academic year.
- 32.11 If the Head of Department determines on reasonable grounds that a governing body has ceased to perform functions allocated to it in terms of the Act or has failed to perform one or more functions, he or she must follow procedure as set out in Section 22 and 25 of the Act.

### **33. Functioning of the new governing body**

The newly elected governing body must start to function immediately after the successful completion of the election process.

### **34. Removal or suspension of Governing Body Members from Office**

A member of the governing body of a public school may be removed from office in terms of section 18A of the South African Schools Act. The code of conduct for members of school governing bodies in the Northern Cape is Notice 147 of 30 December 2019, gazette No. 2316.

### **35. Electoral code of conduct**

No Official or any other person may use a language or act in a way that may provoke:

- (a) Manipulation of the nomination and election processes;



- (b) interruption/ violence during an election; or
- (c) the intimidation of candidates, or voters;
- (d) influence parents on the voters roll to attend or not to attend an election meeting; or
- (e) to vote or not to vote, or to vote or not to vote in any particular way; or
- (f) to refuse a nomination as a nominee, or withdraw from the election; or
- (g) abuse a position of power, privilege or influence, including parental, or employment authority to influence the conduct or outcome of an election.

### **36. General provisions**

#### **36.1 Undue influence:**

- (1) Subject to these regulations, no person may prevent anyone from exercising a right conferred by these regulations.
- (2) No person, knowing that another person is not entitled to be registered as a parent/guardian, may-
  - (a) persuade such a person that he/she is entitled to be registered as a parent/guardian; or
  - (b) represent to anyone else that that other person is entitled to be registered as a parent/guardian.
- (3) No person, knowing that another person is not entitled to vote, may-
  - (a) assist, compel or persuade that other person to vote; or
  - (b) represent to anyone else that that other person is entitled to vote.

### **37. Review of Regulations**

These Regulations may be reviewed at any given time.

### **38. Repeal of Regulations**

The Governing Body Regulations for Public Schools contained in Notice 1 of 2021 published in the Provincial Gazette number 2395 of 15 February 2021 is hereby repealed.

### **39. Short Title**

These Regulations shall be known as the Regulations for the Constitution and Election of Governing Bodies in Public Schools in the Northern Cape, and shall come into effect on publication in the Provincial Gazette.



**TEMPLATES**

<b>Annexure</b>	<b>Template notation</b>
A	Composition of governing bodies by type and grading of school
B	SGB Election Schedule
C1	Election of governing body members Notice of SGB elections
C2	7 day Notice to parents/guardians to verify personal details on the school SASAMS learner admissions register/voters roll
D	Nomination Form
E	Ballot Paper
F	Counted Ballot Papers and Declaration of Number of Voters
G	Election Declaration Form
H1	SGB Composition Data Form for Ordinary Public Schools
H2	SGB Composition Data Form for Public School for Learners with Special Educational Needs
I	Handover Certificate
J	Declaration on the verification and updating of parent details on the voters roll
K	School governing body elections parents voters roll
L	Reporting Template for School Electoral Officers
M	SGB Election State of Readiness

## ANNEXURE "A" (I)

1 Type of school	2 Number of learners enrolled	3 Number of parent members	4 Number of educator members	5 Number of learner members	6 Number of staff members	7 Principal	8 Total no of members
1. Primary Ordinary Schools	<80	4	1	0	1	1	7
	80-159	4	1	0	1	1	7
	160-719	5	2	0	1	1	9
	720+	6	3	0	1	1	11
2. Secondary Ordinary Schools	<630	7	2	2	1	1	13
	630+	9	3	3	1	1	17
3. Combined Schools	<500	7	2	2	1	1	13
	500+	9	3	3	1	1	17

## COMPOSITION OF GOVERNING BODIES OF PUBLIC ORDINARY SCHOOL

1. The number of members of a governing body of a public school is set out for each category of membership in the table below.
2. The number of members in each category will vary in terms of regulation 4 (2), according to the type of school and it's grading as set out in column 1 and 2 below.
3. In a school which does not have non-teaching staff, the number of parents set out in column 4 below shall be reduced by one and the total number of members set out shall be reduced by two.
4. The governing body of a public combined ordinary school or comprehensive public school will have the same composition as a public secondary ordinary school.

**ANNEXURE "A" (II) Composition of Governing Bodies of Public Schools for Learners with Special Education Needs - Number of members appointed must be included within 14 days after the school's election.**

1. The number of members of a governing body of a public school for learners with special education needs is set out for each category of membership in the table below.
2. The number of members in each category will vary in terms of regulation 5 (1), according to the type of school and its grading as set out in column 1 and 2 below. Schools with more than 30 non educator members may elect 2 representatives.
3. In a school which does not have learner members, the number of parents set out in column 5 below shall be reduced by three.
4. Any member of the governing body elected or appointed from the categories of persons referred to in the Act, Section 24 (1) (a), (e), (f), (g), (h), and (i) may serve as the chairperson.
5. A combined school with a number of learners of 150 and more but without learners able to serve on the SGB will be 2 less.

1 Type of School	2 Number of Learners Enrolled At School	3 Principal	4 Number of Educator Members	5 Number of Parent Members	6 Number of Non Educator Members	7 Number of Learner Members	8 Number of Elected Members
Primary School	1 to 149	1	1	5	1		8
Combined School	150 and more	1	2	5	1		9
Combined School	150 and more	1	2	8	1	2	14
<b>The following categories of persons must be represented on a governing body of a public school for learners with special education needs</b>							
<b>Categories</b>							
(e) representatives of sponsoring bodies, if applicable;							
(f) representatives of organisations of <i>parents of learners</i> with special education needs, if applicable;							
(g) representatives of organisations of disabled persons, if applicable;							
(h) disabled persons, if applicable; and							
(i) experts in appropriate fields of special needs education.							
<b>Total number including appointed members:</b>							



## Northern Cape Department of Education



### ANNEXURE: B

#### SGB ELECTIONS SCHEDULED DATES AS CONSULTED AND APPROVED WITH SEO

NAME OF SCHOOL			
NAME OF DISTRICT		CIRCUIT	

#### 1<sup>ST</sup> DATE OF ELECTIONS

COMPONENT	DATE	TIME	ELECTION MODE	VENUE
EDUCATORS				
NON- EDUCATOR				
LEARNERS (IF APPLICABLE)				
PARENTS				

#### 2<sup>ND</sup> DATE FOR PARENT ELECTIONS

COMPONENT	DATE	TIME	ELECTION MODE	VENUE
PARENTS				

<b>NAME OF SCHOOL ELECTORAL OFFICER</b>	
<b>SIGNATURE</b>	
<b>NAME OF PRINCIPAL</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

<b>SCHOOL STAMP</b>
---------------------



# Northern Cape Department of Education



## ANNEXURE C1

### ELECTION OF GOVERNING BODY MEMBERS NOTICE OF SGB ELECTIONS

NAME OF SCHOOL: \_\_\_\_\_

Component: (Please tick with an X in the appropriate box)

EDUCATOR: ☐ NON-EDUCATOR: ☐ PARENT: ☐

Notice is hereby given that a meeting for the nomination/election of candidates for the election of members of the governing body of the above-mentioned school, will be held through the following election mode (Please tick with an X in the appropriate box)

NOMINATION AND ELECTION MODE: ☐ FULL DAY ELECTION MODE: ☐ E- ELECTION MODE: ☐

This is the \_\_\_\_\_ and the meeting will be held

first SGB election  
meeting

Second SGB election meeting and  
no quorum is needed

on \_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_  
(date) (time) (place)

Candidates (who must be parents of learners at the school and who are not employed at the school/educators at the school/non-educators at the school/learners at the school) may be nominated during the nomination and election meeting by lodging with the electoral officer a nomination form duly completed by the candidates and his / her proposer and seconder. Both proposer and seconder must be eligible voters at the school.

For the Nomination and Election Meeting mode, Nominations will only be accepted during meeting. The proposer, seconder and candidate MUST be present in the nomination meeting.

An election and/or nomination meeting will be held on the date(s) as mentioned above. ***Proof of identification will be required to participate in the nomination and election processes (green barcode identity document or smart card, passport or valid driver's licence; valid residence/work permit).***

**NB.** It is the responsibility of parents/guardians to ensure that their names are on the school's admission register, which can be viewed at the school.

For the nomination and election mode to proceed a quorum of 15% is required. Schools that have chosen a full day or E-ELECTION mode, a quorum of 15% must be determined before the counting of votes. In the event of no quorum, the next mode of election (nomination and election, full day election or e-voting) must be held within 7 days.

NAME AND SURNAME OF ELECTORAL OFFICER

SIGNATURE

DATE



## Northern Cape Department of Education



### ANNEXURE C2

**ELECTION OF GOVERNING BODY MEMBERS  
SEVEN (7) DAY NOTICE INVITING PARENTS/GUARDIANS TO VERIFY THEIR DETAILS ON THE SCHOOL SASAMS  
LEARNER ADMISSION REGISTER /VOTERS ROLL**

**NAME OF SCHOOL:** \_\_\_\_\_

A seven day Notice is hereby given to all eligible parents to come and verify their details on the SASAMS voters roll at the school. The verification and updating process will start on the 8<sup>th</sup> day after the seven day notice and must be completed 7 days prior to the scheduled election date.

The notice is applicable from \_\_\_\_\_ to \_\_\_\_\_ of \_\_\_\_\_ 2024 and;

**Date                  Date                  Month**

the verification process will commence from \_\_\_\_\_ to \_\_\_\_\_ of \_\_\_\_\_ 2024.

**Date                  Date                  Month**

Participants (who must be parents of learners at the school and who are not employed at the school/educators at the school/non-educators at the school) must come to verify and update their details from the 8<sup>th</sup> day after the notice.

Proof of identification will be required to participate in the verification processes (green barcode identity document or smart card, passport or valid driver's licence; valid residence/work permit). An election will be held seven days after the closure of the verification process at the school.

**NB. It is the responsibility of parents/guardians to ensure that their names are on the school's SASAMS admission register, which can be viewed at the school.**

.....  
**SIGNATURE OF ELECTORAL OFFICER**

.....  
**DATE**



# Northern Cape Department of Education



## ANNEXURE D

### ELECTION OF GOVERNING BODY MEMBERS NOMINATION FORM

COMPONENT (Please tick with an X in the appropriate box)

EDUCATOR:

☐

NON-EDUCATOR:

☐

PARENT:

☐

NAME OF SCHOOL: \_\_\_\_\_

PROPOSER: I, \_\_\_\_\_

(full name and surname)

of \_\_\_\_\_

(Residential address)

being (indicate correct response) a parent or guardian of a learner, ☐

an educator, ☐ non-educator, ☐ of the above-mentioned school, hereby propose:

\_\_\_\_\_

(full name of candidate)

as a member of the governing body of the above-mentioned school.

SIGNATURE OF THE PROPOSER

DATE

SECONDER: I, \_\_\_\_\_

(full name and surname)

of \_\_\_\_\_

(residential address)

Being (indicate correct response) ☐ a parent or guardian of a learner, ☐ an educator ☐ non-educator of the above-mentioned school, hereby propose:



\_\_\_\_\_  
(full name of candidate)

as a member of the governing body of the above-mentioned school.

\_\_\_\_\_  
SIGNATURE OF THE SECONDER

\_\_\_\_\_  
DATE

NOMINEE:

I \_\_\_\_\_

(full name and surname)

of \_\_\_\_\_

(residential address)

Being a parent or guardian ☐ of a learner, an educator ☐ a non-educator ☐ of the above-mentioned school, hereby accept the nomination and declare that I am not/have not:

- mentally ill and have not been declared as such by a competent court;
- an un-rehabilitated insolvent;
- Has been convicted of an offence and sentenced to imprisonment in a court of law in South Africa or in a foreign country, without the option of a fine for a period exceeding six months or has not yet served his or her full period of imprisonment;
- been declared to be unsuitable to work with children as stipulated in terms of the Children's Act, 2005 (Act 38 of 2005) or the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007.
- Does not fall within one of the categories of members who make up a governing body;
- No longer falls within the category of members that he or she represented at the time of his/her election; and
- Been removed from office in accordance with provisions contained in a code of conduct contemplated in Section 18A of the Act.

\_\_\_\_\_  
SIGNATURE OF NOMINEE

\_\_\_\_\_  
DATE

The nomination is (indicate correct response) accepted / rejected

FULL NAMES OF ELECTORAL OFFICER: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF ELECTORAL OFFICER

\_\_\_\_\_  
DATE



# Northern Cape Department of Education



## ANNEXURE E

### BALLOT PAPER (SURNAMES IN ALPHABETICAL ORDER)

NAME OF DISTRICT: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

COMPONENT (Please tick with an (X) in the appropriate box)

EDUCATOR: ☐ NON-EDUCATOR: ☐ PARENT: ☐

CHOOSE CANDIDATES BY PLACING A CROSS IN THE BOX NEXT TO THE CANDIDATE(S) OF YOUR CHOICE e.g. ☒

No	Names of Candidates	Place your (X) in this column
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

\_\_\_\_\_  
SIGNATURE OF ELECTORAL OFFICER

\_\_\_\_\_  
DATE

SCHOOL STAMP



# Northern Cape Department of Education



## ANNEXURE F

### COUNTED BALLOT PAPERS AND DECLARATION OF NUMBER OF VOTES

NAME OF DISTRICT: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

COMPONENT (Please tick with an (X) in the appropriate box)

EDUCATOR: ☐ NON-EDUCATOR: ☐ PARENT: ☐

DATE OF ELECTIONS NOMINATION: .....

No	Names of candidates (Most to least votes)	Total no. of votes
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

TOTAL NUMBER OF ELIGIBLE VOTERS: .....

TOTAL NUMBER OF CASTED VOTES: .....

SPOILED PAPERS: .....

FULL NAMES OF ELECTORAL OFFICER

SIGNATURE OF ELECTORAL OFFICER

DATE

SCHOOL STAMP



## Northern Cape Department of Education



### ANNEXURE G

#### ELECTION DECLARATION FORM

NAME OF DISTRICT: \_\_\_\_\_

NAME OF CIRCUIT: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

NAME OF ELECTORAL OFFICER: \_\_\_\_\_

DATE OF ELECTIONS FOR:

Parent component: \_\_\_\_\_

Educator component: \_\_\_\_\_

Non-Educator component: \_\_\_\_\_

Learner component: \_\_\_\_\_

#### Complete the relevant section

##### SECTION A: Undisputed Elections

As the Electoral Officer for the above-mentioned elections I declare that the election of all components were undisputed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

##### SECTION B: Disputed Elections

As the Electoral Officer for the above-mentioned I declare that the following component/s of the election was/were disputed

\_\_\_\_\_

And hereby provide the detail of the said dispute/s.

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Northern Cape Department of Education



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## ANNEXURE "H1"

(To be completed by Ordinary Public Schools **only**)

### SCHOOL GOVERNING BODY DATA FORM

(NB: This form must be submitted after the school's election and every time a vacancy is filled through a by election by the School Principal including updating the SASAMS Governance Model)

DISTRICT: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_ EMIS NO. \_\_\_\_\_ CIRCUIT: \_\_\_\_\_

CIRCUIT MANAGER: \_\_\_\_\_

SCHOOL STAMP

Surname & Initials	ID / Residential Permit Number	Gender			Race					Disability		Contact Number	SGB Portfolio	SGB Committee	Previous SGB experience in years
		F	M	A	C	W	I	YES	NO						

Principal															
Parents															
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
Educators															
1.															
2.															
3.															

Non-Educators													
1.													
Surname & Initials	ID / Residential Permit Number	Gender	Race			Disability		Contact Number	SGB Portfolio	SGB Committee	Previous SGB experience in years		
		F M	A	C	W	I	YES NO						

Learners													
1.													
2.													
3.													
Co-opted Members (indicate the special education needs expertise for which the member is co-opted - beneath the name)													
1.													
Special education needs expertise													
2.													
Special education needs expertise													
Co-opted Members of the Community ( indicate the SGB function for which the member was co-opted to assist with - beneath the name)													
1.													
SGB Function:													

[illegible]

Surname & Initials	ID / Residential Permit Number	Gender		Race				Disability		Contact Number	SGB Portfolio	SGB Committee	Previous SGB experience in years
		F	M	A	C	W	I	YES	NO				

Persons appointed onto SGB Committees( Indicate His/her specific expertise related to the Committee – beneath the name )															
1.															
Expertise:															
2.															
Expertise:															
<div> <div>NUMBER OF LEARNERS ENROLLED AT THE SCHOOL</div> <div>African</div> <div>White</div> <div>Coloured</div> <div>Indian</div> <div>Total</div> </div>															

**NO. OF SGB MEMBERS (Including the Principal):** \_\_\_\_\_

CIRCUIT: \_\_\_\_\_



SCHOOL STAMP

CIRCUIT MANAGER: \_\_\_\_\_



# Northern Cape Department of Education



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## ANNEXURE "H2"

(To be completed by Public school for learners with special education needs only)

### SCHOOL GOVERNING BODY DATA FORM

(NB: This form must be submitted after the school's election and every time a vacancy is filled through a by election by the School Principal including updating the SASAMS Governance Model)

DISTRICT: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

EMIS NO. \_\_\_\_\_

CIRCUIT: \_\_\_\_\_

CIRCUIT MANAGER: \_\_\_\_\_

SCHOOL STAMP

Surname & Initials	ID / Residential Permit Number	Gender			Race				Disability		Contact Number	SGB Portfolio	SGB Committee	Previous SGB experience in years
		F	M		A	C	W	I	YES	NO				
<b>Principal</b>														
<b>Parents</b>														
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
<b>Educators</b>														
1.														
2.														
3.														
<b>Non-Educators</b>														
1.														

2.																			
Surname & Initials	ID / Residential Permit Number	Gender	Race				Disability	Contact Number	SGB Portfolio	SGB Committee	Previous SGB experience in years								
			F	M	A	C						W	I	YES	NO				

<b>Learners</b>																			
1.																			
2.																			
3.																			
Governing body members Appointed from the categories of persons referred to in the Act, Section 24 (1) (a), (e), (f), (g), (h), and (i) (LSEN schools)																			
Co-opted Members (indicate the area of expertise beneath the name)																			

- NB: Where persons referred to in Section 24 (a), (e), (f), (g) and (i) of the Act have been Appointed, Please attach copies of Official letters from their organisation/sponsoring body appointing them to serve as representatives on the Governing Body.

NUMBER OF LEARNERS ENROLLED AT THE SCHOOL	African	White	Coloured	Indian	Total

NO. OF SGB MEMBERS (Including the Principal): \_\_\_\_\_



## Northern Cape Department of Education



### ANNEXURE I

#### HANDOVER DOCUMENTS FROM OUTGOING SGB CHAIRPERSON TO NEWLY ELECTED SGB CHAIRPERSON

(These documents are the property of the school and must be kept safely by the School Principal.)

(A copy of this document must be submitted to the District Office 5 days after the Hand- Over process)

SCHOOL : \_\_\_\_\_

DISTRICT : \_\_\_\_\_

I, \_\_\_\_\_ (full names), the newly elected chairperson of the

School Governing Body of \_\_\_\_\_ (school's name) hereby certify that I have received the following documents from the outgoing chairperson:

KEY AREA	ITEM	Mark with a cross (X) where applicable	
		YES	NO
<b>1. LEGISLATION</b>	1.1 The South African School Act (SASA), 1996 (Act 84 of 1996)		
	1.2 Policy for the consideration of governing bodies in adopting a code of conduct for learners (General Notice of 15 May 1998)		
	1.3 Amended National norms and standards for school funding (General Notice no. 646 of 27 August 2012)		
	1.4. Relevant Sections of EEA - PAM e.g. CHAPTER B		
	1.4 Circular 74/ 2009 – conducting disciplinary hearing against learners.		
	1.5 Office Notice 10 of 2007 – Notice determining conduct that constitutes serious misconduct in public schools in the Northern Cape and related matters.		

KEY AREA	ITEM	Mark with a cross (X) where applicable	
		YES	NO
	1.6 Official Notice 27 of 2005 – code of conduct for members of governing bodies in public schools.		
	1.7 The Constitution of the School Governing Body		
	1.8 The vision and mission statement of the school		
	1.9 Action plans for the following year based on the school development plan		
<b>2. POLICIES</b>	2.1 Admission policy		
	2.2 Policy regarding school sport and cultural activities		
	2.3 Policy regarding use of school buildings and facilities by non-school community members		
	2.4 Policy on occupational health and Safety		
	2.5 Religious policy		
	2.6 Language policy		
	2.7 HIV and AIDS policy		
	2.8 Code of conduct for learners		
	2.9 School's policy regarding payment of school fees and the school's sliding scale for determining partial exemption		
<b>3. FINANCIAL RESOURCES</b>	3.1 Finance Com minute book		
	3.2 Copy of assets register of school		
	3.3 Cash book		
	3.4 Receipt book (current) (Serial number ...)		
	3.5 Receipt book/s (completed) (Serial numbers :...)		
	3.6 Debit Cards and Pin Number Change		
	3.7 Petty cash (Amount :...)		
	3.8 Bank statements for period 1 January to 30 June of current financial year		
	3.9 Documentary proof of investment(s) (if any)		
	3.10 List of NGOs/partners approved by district and operating in schools		

KEY AREA	ITEM	Mark with a cross (X) where applicable	
		YES	NO
	3.11 Copy of 10 <sup>th</sup> school day statistics		
	3.12 Copies of contracts of all staff employed by the SGB		
	3.13 Audited Financial Statements for period 1 January to 31 December of previous year		
	3.14 School's financial policy		
	3.15 School approved budget for current financial Year		
<b>4. LEARNER PERFORMANCE</b>	4.1 Copies of analysis of results of previous three years (grades 1 to 12)		
	4.2 Strategy to improve learner performance		
	4.3 The school's development plan		
5. Any other document(s)			

**OUTGOING CHAIRPERSON:**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**ELECTED CHAIRPERSON:**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHOOL PRINCIPAL**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SCHOOL STAMP





## Northern Cape Department of Education



### ANNEXURE J

#### DECLARATION ON THE VERIFICATION AND UPDATING OF PARENT DETAILS ON THE SCHOOL SASAMS LEARNER ADMISSIONS VOTERS ROLL

DISTRICT : \_\_\_\_\_

SCHOOL : \_\_\_\_\_ EMIS No. \_\_\_\_\_

I, \_\_\_\_\_

(Name and Surname of the School Principal) and school electoral team of the above named school hereby duly declare that:

Nr	Statement	YES	NO
1	Parents were given a 7 day notice to verify their registration details on the schools SASAMS learner admission register.		
2	The verification and updating process the 8 <sup>th</sup> day after the notice and was completed 7 days prior to the nomination and election as per the regulation 14.2.		
3	The record book of the school electoral team is a true reflection of the verification process.		

The voters roll after the completion of verification and updating process indicate the following:	F	M	Total
Registered parents prior to the verification and updating process.			
Number of parents who verified and updated their details.			
Final number of registered parents on the voters roll after the verification and updating process.			

SIGNATURE OF PRINCIPAL

DATE



# Northern Cape Department of Education



## ANNEXURE K

### SCHOOL GOVERNING BODY ELECTIONS PARENTS VOTERS ROLL

DATE (LAST UPDATED): ..... DATE PRINTED: .....

Learner Surname	Name(s)	ID Number	Present Grade and Class	Parent Surname	Parent Name(s)	Parent ID / Permit Number	Parent Signature for Quorum	Parent Signature for Ballot paper received

#### Declaration:

I, (Name and Surname), in my capacity as school principal hereby declare and confirm that:

- The voters' roll for parents is based on the school admission register as per the updated data on SASAMS;
- I have verified and updated all the data/information on the school's SASAMS database prior to the printing of this official parents voters roll.

Signature of the Principal



# Northern Cape Department of Education



## ANNEXURE K

### SCHOOL GOVERNING BODY ELECTIONS PARENTS VOTERS ROLL

DATE (LAST UPDATED): ..... DATE PRINTED: .....

Learner Surname	Name(s)	ID Number	Present Grade and Class	Parent Surname	Parent Name(s)	Parent ID / Permit Number	Parent Signature for Quorum	Parent Signature for Ballot paper received

#### Declaration:

I, (Name and Surname), in my capacity as school principal hereby declare and confirm that:

- The voters' roll for parents is based on the school admission register as per the updated data on SASAMS;
- I have verified and updated all the data/information on the school's SASAMS database prior to the printing of this official parents voters roll.

Signature of the Principal



# Northern Cape Department of Education



ANNEXURE: L

DISTRICT:

## REPORTING TEMPLATE FOR SCHOOL ELECTORAL OFFICERS

NAME OF SCHOOL (WHERE YOU OFFICIATED): .....

NAME OF SCHOOL ELECTORAL OFFICER: .....

TOTAL NUMBER OF REGISTERED LEARNERS: .....

TYPE OF ELECTION MODE: INDICATE WITH AN (X)

NOMINATION AND ELECTION MODE: ☐ FULL DAY ELECTION MODE: ☐ E-ELECTION MODE: ☐

NB: The School Electoral Officer must submit this template within 5 days after the second meeting, if any to: IMGD District Officials

**PART A**

Please complete the table below

COMPONENT	Date of Election	TIME	Number on voters' roll	Quorum needed	ACTUAL ATTENDANCE
Learners (if applicable)					
Member of Staff					
Educators					
Parents (1 <sup>st</sup> meeting)					
Parents (2 <sup>st</sup> meeting)				None	

	YES	NO	COMMENTS
Did you as SEO sign the nomination and election mode notices for ALL components?			
Did the school issue reminders for the nomination and elections meeting in the language(s) used by the school community?			

Did the principal compile a voter's roll 14 days prior to the school's elections date?			
Did the principal issue a 7 day notice inviting parents to verify their details on the voters roll.			
Did the school have a resource person (deputy principal)?			
Did the school you officiated over, have a school elections team?			
If yes, how many members?			
Did the principal train the school elections team on their (roles and responsibilities (Election Regulations)?			
Were the members of the school elections team aware of their roles and responsibilities? e.g. door keepers, minutes, verification of voters, etc.			
Did the school elections team prepare ALL the necessary documents for the meeting?			
Did the school elections team arrive, at least, 30 minutes before the meeting?			
Did the principal ensure that the meeting venue is prepared?			
Did the parents' nomination and elections meeting meet requisite quorum for the first meeting?			
Number of parents present			
Number of parents who did not bring any form of identification to the meeting			
Second nomination and election meeting date			

If the meeting did not quorate, the School Electoral Officer will ONLY complete PART A and PART C and complete a NEW Template for the second parent Election Mode.

**PART B****STATISTICAL INFORMATION ON THE NOMINATION AND ELECTION AND THE MEMBERS ELECTED**

Did the meeting start on the advertised time?				
If no, provide reasons				
Were the following systems in place at the school:				
<ul style="list-style-type: none"> <li>Was the meeting venue prepared (clean with sitting arrangements)?</li> </ul>				
<ul style="list-style-type: none"> <li>Was the voters roll available at a point where voters were verified when entering the meeting venue?</li> </ul>				
<ul style="list-style-type: none"> <li>Where voters requested to produce proof of identification when entering the meeting venue?</li> </ul>				
<ul style="list-style-type: none"> <li>Layout of the voting station</li> </ul>				
<ul style="list-style-type: none"> <li>An identified person capturing the proceedings (taking minutes)</li> </ul>				
<ul style="list-style-type: none"> <li>Availability of ALL elections documentation (Annexures).</li> </ul>				
<ul style="list-style-type: none"> <li>Stamped ballot papers when issued</li> </ul>				
Did the School Electoral Officer explain the procedure for the nomination and elections to the voters?				
Did the School Electoral Officer allow the nominees to introduce themselves? (Nomination and Election Mode)				
Were persons needing assistance at their request helped during the election process?				



Were the candidates present at the ballot count?			
Is there a correlation between the number of ballot papers handed out and the counted number?			
1) Total number of eligible voters			
2) Number of ballot papers issued			
3) Number of spoiled papers			
4) Number of correct / acceptable ballot papers			
Were spoilt ballot papers disqualified?			
If yes, how many?			
Was there any dispute /s raised / registered with the School Electoral Officer during the elections?			
If yes, what was the nature of the dispute/s and how did you respond to it?	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
Did the School Electoral Officer announce the election results to the meeting?			

Did the School Electoral Officer declare the elections free and fair?						
---	--	--	--	--	--	--

COMPONENT	Process followed		Vacancies per component	Number of nominees	Number of persons elected	Gender		Race					Disability	
	Duly elected	Voted in				M	F	A	C	W	I	Other	Y	N
Learners (if applicable)														
Member of staff														
Educators														
Parents														
TOTAL														

**PART C**

**NB:** Should you require to give more information than the space provided, you are welcome to attach a separate page to this report

**CHALLENGES**

.....

.....

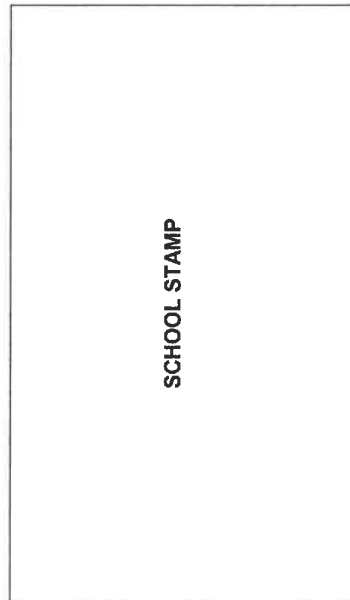
**GENERAL COMMENTS/RECOMMENDATIONS:**

.....

.....

Signature of Electoral Officer: .....

Date: .....





# Northern Cape Department of Education



## ANNEXURE: M

DISTRICT: \_\_\_\_\_

### SCHOOL GOVERNING BODY ELECTIONS

### STATE OF READINESS CHECKLIST

(Kindly submit this checklist 14 days prior to the date of the first nomination and election)

NAME OF SCHOOL: ..... CIRCUIT: .....

NAME OF PRINCIPAL: .....

NAME OF CIRCUIT MANAGER: .....

TOTAL NUMBER OF LEARNERS AT THE SCHOOL: .....

NAME OF SCHOOL ELECTORAL OFFICER: .....

Please send this form to IMGD District Officials

**GLOSSARY**

School Electoral Officer – SEO

School Elections Team – SET

School Governing Body – SGB

**Members to be elected per component as per Annexure A and the 15% quorum**

<b>COMPONENT</b>	<b>TOTAL ON THE VOTERS' ROLL</b>	<b>15% QUORUM NEEDED</b>	<b>NUMBER TO BE ELECTED</b>	<b>ELECTION MODE</b>	<b>ELECTION DATE</b>
Learners					
Member of Staff					
Educators					
Parents					

QUESTION	Yes	No	COMMENTS	ACTION
1. Does the school have an SGB Elections File?				
2. Does the school have a signed copy of the SGB Election Regulations on file?				
3. Did the principal and deputy principal attend the SEO training?				
If no, provide reasons and how to be on par with the training content				
3. Is the school aware who is its SEO?				
4. Is communication happening between the principal and SEO to ensure that the process happens without glitches?				
5. Has the school principal appointed a Resource Person to act as a Deputy School Electoral Officer				
6. Is the SEO aware of whom the Resource Person to act as a deputy electoral officer will be?				
7. Has the School Electoral Officer signed the nomination and Election notices for ALL components?				
8. Has the nomination and election notices been dispatched?				

If yes, by when and how?	
9. Did the school submit its election dates for ALL components to the district office?	
10. Is the voters roll for parents developed as per Annexure K?	
11. Does the school have a suitable venue for the nomination and election mode for parents?	
a) If not, where will the nomination and election mode for parents be held?	
12. Did the principal establish a School Election Team (SET)	
13. Did the principal train the SET on their individual roles and Responsibilities (election regulations)?	
14. If yes, provide the date.	
15. Did the principal introduce the SET to the SEO and outline the individual responsibilities?	
16. Number of School Election Team members	
17. Provide names of the team members (you may add if more than 10): 1. Deputy SEO: ..... 2. Admin clerk: ..... 3..... 4.....	

5.....			
6.....			
7.....			
8.....			
9.....			
10.....			
18. Does the school have an advocacy and management plan in place?			
19. Is that plan being adhered to?			
<b>If not, provide reasons for the deviation</b>	..... ..... .....		
20. Has the advocacy and management plan been submitted to the District office?			
<b>If not, provide reasons for that:</b>	..... ..... .....		



<p>21. Has provision been made for possible load shedding or any other challenge that might hamper the election process?</p>	<p>If yes, provide details of the plan.</p>													
<p>22. Is there any support that is needed from the District Office to ensure that a credible election for ALL components is held?</p>														

DOCUMENTS TO BE ATTACHED TO THIS TEMPLATE		PLEASE MARK IN THE CORRECT COLUMN	
		YES	NO
1. Signed notices for ALL the components			
2. SGB Election Dates Template - Annexure B			
3. Proof of communication between the principal and the SEO			
4. Appointment letter for the Resource Person acting as Deputy School Electoral Officer			
5. Evidence of training for the School Elections Team (Invite, programme, attendance register, etc.)			
6. Evidence of meetings between the principal, SEO and SET (Invite, minutes and attendance register)			
7. School Election Advocacy and management Plan			

I ..... the principal of ..... confirms that our school is ready /

NOT ready to hold a credible election



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