A Training Guide for Electoral Officers on School Governing Body Elections

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

TABLE OF CONTENTS

1.	GENERAL INTRODUCTION	2
2.	THE NEED FOR A TRAINING GUIDE FOR SGB ELECTIONS	3
3.	OBJECTIVES OF THIS GUIDE	3
4.	PERFORMANCE MEASURES IN THE GUIDE	4
5.	HOW TO USE THIS GUIDE	4
6.	BACKGROUND TO THE NATIONAL GUIDELINES FOR SGB ELECTIONS	5
	UNIT 1: THE LEGISLATION AND PRINCIPLES UNDERLYING FREE AND FAIR ELECTIONS; AND KEY ROLE PLAYERS	6
	UNIT 2: DUTIES OF ELECTORAL OFFICERS	10
	UNIT 3: MEMBERSHIP OF GOVERNING BODY OF AN ORDINARY SCHOOL AND A SCHOOL FOR LEARNERS WITH SPECIAL NEEDS	12
	UNIT 4: REGISTRATION OF VOTERS	16
	UNIT 5: THE ELECTION PROCEDURE FOR THE PARENT COMPONENT OF THE GOVERNING BODY. THE NOMINATION PROCESS; HOW TO MANAGE IT EFFECTIVELY; AND THE REQUIREMENTS FOR A MEETING QUORUM	18
	UNIT 6: THE ELECTION PROCEDURE FOR THE PARENT COMPONENT OF THE GOVERNING BODY: CASTING AND COUNTING OF VOTES	21
	UNIT 7: PROCEDURES AFTER THE ELECTION OF A GOVERNING BODY	28
	UNIT 8: THE ELECTION PROCEDURE FOR EDUCATOR, NON-EDUCATOR AND LEARNER MEMBERS	30
	UNIT 9: TEMPLATES TO BE USED TO CONDUCT AN SGB ELECTION	32

According to the South African Schools Act, 1996 (Act 84 of 1996) (SASA), school governing bodies (SGBs) are to be elected every three years. The fifth election took place between July and August 2009. The objective of this guide is to ensure that properly elected, competent and visionary SGB members assume governance responsibility of our public schooling system in support of quality teaching and learning.

The importance of these elections at more than 25 000 school sites cannot be overemphasised. According to the South African Schools Act 84 of 1996 (SASA), SGBs are statutory bodies which operate in a position of trust with the school. The provincial Member of the Executive Council (MEC) for Education determines election procedures within the framework created by the SASA. As a result, every province has its own specific regulations for SGB elections, which are approved by the MEC. The Heads of Education Department Committee (HEDCOM) determined on 17 May 2005 that the 2006 SGB elections would be governed according to national guidelines, and that each MEC for Education, with his or her provincial Department of Basic Education, would adapt its election regulations based on these national guidelines. This will help ensure that the election process is truly national and will put an end to serious provincial differences.

The development of national guidelines for SGB elections is a necessary step in line with the SASA, to provide a uniform system for the organisation and governance of all schools, to redress past injustices, ensure equitable and democratic transformation in education, develop members' talents and capabilities and to facilitate community involvement in the education of our children.

It is once again an election year for School Governing Body members. Well over 200,000 persons nationally will be elected to serve their communities on the school governing body of the school which their children attend. School governing bodies are an integral part of the education system. This statutory constituted body's role is central to a successful education system. School governing bodies as custodians of democracy in our schools should also mirror the diverse cultures of communities to which the schools belong. They should provide a structure for public accountability and provide a platform for parents to influence the direction that the school takes in educating children in a diverse and democratic country. Some of the key responsibilities of governors as articulated in the SASA and all its amendments, are intended for SGBs to promote the welfare of their schools at all times and to ensure that the learners receive the best possible education.

The overall objective of the election process is to ensure properly elected, competent and visionary governance in our public school system in support of quality learning and teaching. The impletation of the process requires the involvement of officials at all levels of the education system as well as relevant key stakeholders. National, provincial and district officials must ensure that every school

- has an electoral officer who is the principal or senior manager of another school
- sets up a school election team made up of educators and non-educators employed at the school - parents and learners may participate in the school election team
- prepares a voters' roll of all eligible voters in the school (according to different components of the SGB) and has it available at all election meetings
- notifies, in writing, all eligible voters not less than 21 days before the date of the election stating the date, time and venue of the election meeting

- ensures that SGB elections are well advertised by distributing and displaying advocacy materials provided by the Department
- provides appropriate venues for the elections and
- provides staff to assist the electoral officer where there is a need for support.

Electoral officers need to ensure that the SGB elections are underpinned by the appropriate principles, such as transparency, gender equity, democracy, accountability and responsibility, non-racism and community involvement.

The participation of women in the election should be promoted in order to address gender imbalance in representation on our SGBs.

Elections will enhance democracy in our schools as long as the school community can view them to be credible, which is only possible if electoral officers ensure that the election process is conducted without blemish.

2. THE NEED FOR A TRAINING GUIDE FOR SGB ELECTIONS

The need for a training guide linked to the national guidelines was identified at the end of the 2009 SGB elections. The content in this guide is therefore largely based upon the "National Guidelines for School Governing Body Elections" document. This training guide has been designed in a concise and user-friendly format to give all role players the guidance that they need, including information about the election procedures in general, as well as about the various roles that election officials will play, before, during, and after an SGB election.

On behalf of the Department of Basic Education, we wish to thank you for agreeing to serve as an election official. Your commitment to the democratic process of electing SGBs and your service to education in general, are deeply appreciated.

The election official, is charged with very important responsibilities. The way in which duties are carried out will influence the confidence of parents who vote, nominated candidates and the learners in the integrity of the election process. Each election official has a role to play in ensuring a free and fair process in which every voter is able to record his or her informed choice. To play this role effectively, election officials need to become thoroughly familiar with the electoral guidelines and procedures as contained in this guide so that they can carry out their tasks competently.

3. OBJECTIVES OF THIS GUIDE

This guide is intended to inform participants regarding the

- background of SGB elections in post-apartheid South Africa
- legislation and principles underlying free and fair SGB elections
- duties of electoral officers
- membership of governing bodies for ordinary schools and schools for learners with special needs
- registration of voters and the compilation of an accurate and correct voters' roll

- election procedure for the parent component of the SGB
- election procedure for educator members
- election procedure for learner members
- counting processes and recording of results
- handling of disputes and objections
- correct completion of various templates (forms)
- correct procedures to follow after the SGB Election.

4. PERFORMANCE MEASURES IN THE GUIDE

What are performance measures as related to SGB elections? A performance measure is a quantifiable expression of the result of activities that indicate how well duties are performed before, during, and after the election. It is thus an indication of competency and service excellence, which should be the aim of all role players in the election process. It is therefore the process by which the Department of Basic Education establishes the parameters within which electoral staff are performing effectively and efficiently. The fundamental purpose of performance measures as outlined in this guide is to improve electoral staff performance during SGB elections.

At the beginning of certain units, there is a list of performance measures which basically spells out how best to do your job in various work areas of the SGB election. It is vitally important that you and your trainer fully understand these performance measures and that they are highlighted during your training and most importantly, that you strive to achieve these measures during the performance of your duties.

5. HOW TO USE THIS GUIDE

The guide is designed in a user-friendly format that allows the trainer to work through it in preparation for a training session; or to work through it during a training session; or on your own when consolidating what you have been taught. It includes the following learning devices which aim to make the learning experience more learner-centred as well as promoting active learning such as role play and practical template/form completion.

- **Learning outcomes.** You will find a list of learning outcomes at the beginning of each unit. These learning outcomes are the specific intentions of a unit in the guide written in specific terms. They describe what a learner should know, understand, or be able to do at the end of that unit. The correct use of learning outcomes leads to a more learner-centred approach and spells out clearly what the learner is able to do upon successful completion of the unit. It is always good facilitation practice to outline the learning outcomes before dealing with the content of the unit.
- **Facilitator notes.** These are notes to guide the facilitator in a certain direction in his/her teaching of the guide.
- **Formative assessment questions.** These are questions which appear at the end of units. They are aimed at testing or gauging what learners have comprehended at the end of a unit. These questions can be discussed and answered orally, either individually, or in pairs, or in groups in order to avoid time wastage.

6. BACKGROUND TO THE NATIONAL GUIDELINES FOR SGB ELECTIONS

Despite a very progressive Act that mandates all public schools to have democratically elected school governing bodies, election of school governors still poses challenges. Almost seventeen years into our democracy, South African schools are still grappling with the challenges of electing effective people onto school governing bodies.

Many SGBs and schools are unable to implement requisite changes to effectively respond to this mandate. The main reason for this is a lack of commitment by relevant stakeholders to the required changes on school issues. These challenges need to be confronted in order to ensure that communities have an understanding that schools are a societal responsibility.

During the 2009 SGB elections some challenges were experienced owing to some provinces working contrary to the national SBG election guidelines. Furthermore, there were instances where the interpretation of concepts differed from one province to the other.

A task team was established to produce guidelines that would attempt to introduce some kind of uniformity across provinces in conducting these elections. The team took into consideration that provinces are unique to some extent.

Several external and internal reports on the previous SGB elections indicated the need to address the lack of uniformity in the management of these elections.

The purpose of the National Guidelines for School Governing Body Elections, hereafter referred to as the national guidelines, is to provide a national framework for the uniform interpretation of the SASA during SGB elections to ensure that elections occur at the same time are free and fair, illustrate sound democratic practice, and allow community participation.

Democratic SGB elections are aimed at creating a legitimate SGB in every school. Such a democratically elected SGB is critical to

- improve the quality of education
- ensure good governance
- advance the democratic transformation of our society
- ensure that schools serve the interests of the community and meet the expectations of parents
- assist in spreading the cost of education across users and society as a whole and
- combat racism, sexism and all other forms of unfair discrimination and intolerance.

It is therefore necessary to set uniform standards for the organisation and governance of schools. To that end, these guidelines will apply to all public schools in South Africa.

The national guidelines should be seen as an enabling mechanism to ensure the election of legitimate and properly constituted SGBs. These national guidelines are clearly outlined in the various units of this training guide in a practical and user-friendly manner.

LEGISLATION AND PRINCIPLES UNDERLYING FREE AND FAIR ELECTIONS; AND KEY ROLE PLAYERS

1. LEARNING OUTCOMES

Learning outcomes

At the end of this unit learners should know and understand

- the key legislation underpins SGB elections
- the democratic principles which should be applied when conducting SGB elections
- the aims of election procedures
- the key SGB election role players.

Facilitator note

Unit 1 deals largely with information that many learners are familiar with, so it would be a good idea to test their prior knowledge using good questioning techniques. This unit also lends itself to pair and group work when discussing the responsibilities of the key role players. Learners should identify the critical areas of responsibility of each role player.

1.1 Key legislation that underpins free and fair elections

- Constitution of the Republic of South Africa, 1996
- National Education Policy Act, 1996 (Act 27 of 1996)
- South African Schools Act, 1996 (Act 84 of 1996)
- Applicable provincial laws.

1.2 The following principles must be applied when conducting SGB elections:

- the right to equality (equal treatment and protection from unfair discrimination)
- the right to freedom and security of the person
- the right to freedom of association
- the right to reasonable and fair administrative action.

1.3 Election procedures should aim at

- meeting the statutory requirements of the relevant legislation;
- ensuring the broadest representation of identified stakeholders in school governance;
- advancing and promoting the fundamental rights of every person by encouraging representativity and gender equity
- conducting elections that are managed efficiently while being fair, democratic and transparent.

1.4 Key role players

Different role-players at all levels of the Department of Basic Education have important functions in the election of SGBs. It is crucial that officials responsible for the elections at each level know exactly what is expected of them.

1.4.1 National

The national Department of Basic Education will, in consultation with the provincial Departments of Education, be responsible for the following:

- providing national guidelines for SGB elections
- determining national timeframes for elections to take place
- supporting provinces through national advocacy campaigns
- monitoring and evaluating the election process
- producing a national report on each triennial SGB election
- appointing an election coordinator from the Directorate: School Management and Governance.

1.4.2 Provincial

Each provincial Department of Basic Education is responsible for the following:

- promulgating provincial election regulations by way of a notice in the Provincial Gazette, and determining the number of members in each category of the SGB
- developing provincial guidelines based on the provincial election regulations and the national guidelines for managing and conducting the triennial SGB election
- providing a budget for all aspects of the election process in the province, including but not limited to the advocacy campaign, training of election officials, monitoring of the election and the creation and maintenance of a database of SGB members
- appointing a provincial Election Coordinator who will report to the provincial Head of the Education Department during the election period. The duties of such a provincial Election Coordinator are to
    - ensure that there is adequate publicity of the election date
    - ensure compliance with national guidelines and provincial procedures with regard to elections
    - coordinate the election and make sure that the province makes available the necessary human, material and financial resources to conduct efficient and fair SGB elections
- developing materials and procedures for the training of district and school Electoral Officers and teams, and ensuring that this training takes place as planned

- developing and providing templates of all documents required for the elections in the province in line with the national guidelines
- resolving disputes related to the elections which could not be resolved at school or district levels
- monitoring and evaluating the election process in the province
- adapting the templates to suit provincial monitoring objectives
- developing a database of SGBs on taking office.

1.4.3 District

Every district has the following responsibilities:

- appointing, in line with provincial election regulations, a District Electoral Officer who is a senior district official and a District Election Team to oversee the election process in the district
- dividing the district into clusters that each has a Circuit Manager to monitor and support the election process
- administrating the appointment of a School Electoral Officer at each school in line with the national guidelines, which state that an official cannot serve as an Electoral Officer at a school where he or she is employed
- providing training to Electoral Officers
- drafting and publicising a district election schedule for all schools in the district
- ensuring that every school has a valid voters' roll based on the school admissions register before the election
- handling and resolving disputes not resolved by the School Electoral Officer
- ensuring that all schools advertise the elections in line with the provincial regulations and guidelines
- providing monitoring staff to visit schools during the elections and ensuring that elections are in line with national and provincial election regulations and guidelines
- supporting and monitoring each school every step of the way
- ensuring that all documentation pertaining to the SGB elections is available for verification
- developing and administrating the database of all newly appointed SGB members in the district and making the data available to the provincial and national departments when required
- sending letters of congratulation to all new SGB members upon their election, and letters of thanks or certificates of service to outgoing SGB members
- ensuring that handover processes take place smoothly.

1.4.4 School

Every school has the following responsibilities:

- ensuring the appointment of an Electoral Officer who is the principal or a senior manager of another school
- setting up the School Election Team, made up of educators and non-educators employed by the school - parents and learners may participate in the School Election Team
- preparing a voters' roll of all eligible voters in the school (according to the different components of the SGB) and having it available at all election meetings
- notifying, in writing, all eligible voters not less than 21 days before the date of the election meeting stating the date, time and venue of the election meeting
- ensuring that SGB elections are well advertised by distributing and displaying advocacy materials provided by the Department
- providing appropriate venues for the elections
- providing staff to assist the Electoral Officer where there is a need for support.

1.4.5 Parent Community

It is the responsibility of the parents to:

- familiarise themselves with provincial SGB regulations;
- publicise the upcoming elections in their community;
- identify and nominate suitable SGB candidates; and
- attend the election meeting and elect the most suitable candidates as SGB members.

Learners should assist with effective communication between the school and home.

FORMATIVE ASSESSMENT

1 Outline the four key legislations that underpin free and fair SGB elections in South Africa.

2 What are the 4 principles that must be applied when conducting SGB elections?

3 What should SGB election procedures aim at?

4 Who are the 5 key role players in SGB Elections; and what are their main responsibilities?

DUTIES OF THE ELECTORAL OFFICERS

2. LEARNING OUTCOMES

At the end of this unit, learners should know and understand

- the duties of the District Electoral Officer (DEO)
- the duties of the School Electoral Officer (SEO)
- the code of conduct for all Electoral Officers

Facilitator Note

Unit 2 deals mainly with the duties of the DEO and SEO. Learners must have a clear understanding of who does what. After outlining and discussing these duties, get learners to sum up the duties of the DEO and the SEO; and to focus on how they differ and how the DEO and SEO should communicate and work as a team to achieve the best results.

2.1. District Electoral Officer

The District Electoral Officer and his or her team must:

- coordinate the election processes in the district
- advise the district on the proposed strategy and implementation of the election in the district and see to it that the process is conducted as agreed
- compile a management plan that puts into operation the provincial regulations and provincial guidelines
- ensure that each school has an Electoral Officer in line with provincial regulations, and that the school election teams are established
- ensure that all election officials working at school level are adequately trained and are aware of what their roles entail
- ensure that all Electoral Officers receive the provincial election regulations and other documents in good time
- ensure that election advocacy is conducted as planned
- monitor the election process by visiting a number of schools during the election
- ensure that the School Electoral Officers have informed the district office in writing of the dates of the election and of the names and addresses of the persons elected to SGBs (refer to Template 1: Notification of all Members Elected to the SGB)
- ensure that they receive the Data Form (refer to Template 2: SGB Data Form) from the school principal; and submit it to the district within 14 days of the registration meeting
- compile a district report on elections and submit it to the Provincial Coordinator.

2.2 School Electoral Officer

The School Electoral Officer will be the principal or a senior manager of another school. An educator or non-educator who has received training by the Independent Electoral Commission (IEC) as an Electoral Officer may serve as a School Electoral Officer of a school where he or she is not employed. He or she must, before the election:

- prepare a notice providing details regarding the date, time and venue of the election meeting
- ensure that eligible voters receive notice of the meeting in time, as stipulated in the provincial regulations
- ensure that nomination forms are available at the Principal's office and during the election meeting
- ensure that there is a suitable venue for the election meeting
- ensure that there is a voters' roll, which the school should prepare and which should be accurate
- ensure that the Election Team knows what process will be followed, and that all the resources that will be needed are available, such as the box for votes, a board to write the names of nominees, paper for voting, etc.

During the election meeting the School Electoral Officer has the following duties:

- explaining the procedure for nominations and elections to the voters;
- allowing the nominees to introduce themselves in accordance with the national guidelines (see paragraph 9.4)
- managing the election process
- intervening and resolving any disputes on the day of election
- submitting election results and the voters' roll to the district office
- submitting the SGB data to the district office within 30 days after the elections have been conducted.

2.3. Code of conduct for an Electoral Officer

As an Electoral Officer, I will:

- *Act with honesty and dignity;*
- *Act in an unbiased way;*
- *Be familiar with election regulations;*
- *Carry out the election in terms of the prescribed measures;*
- *Cooperative with school managers and line management;*
- *Manage the voting process in a fair and just manner;*
- *Deal with difficulties that may arise with courtesy ;*
- *Be polite and diligent ; and*
- *Not exceed my powers.*

FORMATIVE ASSESSMENT

1 ***What do you think is the main duty of the DEO?***

2 ***What are the main duties of the School Electoral Officer before the election?***

3 ***What are the main duties of the SEO during the election?***

4 ***Why do you think that there is a need for a Code of Conduct for Electoral Officers?***

5 ***How best do you think you could get Electoral Officers to uphold the Code of Conduct?***

UNIT 3:

MEMBERSHIP OF GOVERNING BODY OF AN ORDINARY SCHOOL AND A SCHOOL FOR LEARNERS WITH SPECIAL NEEDS

3. LEARNING OUTCOMES

At the end of this unit learners should know and understand

- the various components that constitute an SGB
- the various members that make up an SGB
- the eligibility criteria for being a member of an SGB
- the size of a specific SGB
- the election of office-bearers serving on the SGB
- the types of co-opted SGB members and the reasons for them being co-opted
- the term of office of an SGB
- the various components of an SGB for a school for learners with special needs
- the election of office-bearers of an SGB for a school for learners with special needs.

Facilitator Note

Unit 3 deals largely with prescribed factual information which is very important for learners to know. This content does however lend itself to prior knowledge, so tap into the learners' prior knowledge and get them to talk and discuss. If you are dealing with a group of learners who are learning this for the first time, then you will have to present the information to them.

ORDINARY SCHOOL:

3.1. Components

An SGB is made up of:

- elected members
- the Principal by virtue of his or her official capacity
- co-opted members.

Elected members of the SGB comprise the following members:

3.2. Parents or guardians of learners at the school

A parent means the biological or adoptive parent or legal guardian of a learner; or the person legally entitled to custody of a learner; or the person who undertakes to fulfil the obligations of a biological or adoptive parent or legal guardian regarding the learner's education at school.

When conducting SGB elections, Electoral Officers should be guided by the school's admission register to determine which parents or guardians are eligible to vote.

A parent who is employed at the school may not represent parents on the governing body.

3.3. Educators at the school

An educator is a person who teaches, educates or trains other people, or who provides professional educational services, including professional therapy and educational psychological services at an institution. This includes educators employed by the school.

3.4. Learners in Grade 8 or higher

Only learners in Grade 8 or higher who are elected members of the Representative Council of Learners (RCL) or nominated by the RCL should serve on the SGB. Learners with special educational needs Grade 8 or higher can also be elected if this is reasonably practicable.

3.5. Members of staff who are not educators

These members are all institutional staff members appointed according to the Public Service Act, 1994 (Act 103 of 1994), who are not educators at the institution, including those employed by the school.

3.6. Eligibility

A person will not be eligible to be a member of a governing body if he or she:

- is mentally ill and has been declared as such by a competent court;
- is an unrehabilitated insolvent
- has been convicted of an offence and sentenced to imprisonment without the option of a fine for a period exceeding six months or has not yet served his or her full period of imprisonment
- no longer falls within the category of members that he or she represented at the time of the election.

3.7. Size of the SGB

The number of parent members must be one more than the combined total of the other members of a governing body who have voting rights.

Each province must prepare a schedule determining the number of members in each component of the SGB based on this criterion and on the learner enrolment of the school, and include it in the provincial regulations.

3.8. Office-bearers

A governing body must, from among its members, elect office-bearers, who must include at least a Chairperson, a Treasurer and a Secretary. These appointments must be made at the registration meeting, which must be held within 14 days after the election of the SGB.

Only a parent member of a governing body may serve as the Chairperson of the SGB.

3.9. Co-opted members

Two types of co-opted members can serve on the governing body, namely co-opted members **with** voting rights and those **without** voting rights.

Co-opted members **without** voting rights are those members recruited by the SGB because of their expertise in areas that may benefit the SGB and the entire school.

Should a vacancy be created due to the departure of an elected member, a co-opted member **with** voting rights can be nominated and appointed to serve on the SGB for a period not exceeding 90 days. During these 90 days a formally elected member who has been elected by way of a by-election, must fill the vacancy.

3.10. Term of office

The term of office in the SGB, with the exception of the learner component, may not exceed three years. The term of office for the learner component is one year.

SGB office-bearers must hold office for one year only. Office-bearers may be re-elected.

3.11. Membership of Governing body of public school for learners with special education needs

3.11.1. Components

The SGB of a special school should be composed as follows:

- parents of learners enrolled at the school, if reasonably practicable
- educators at the school
- members of staff at the school who are not educators
- learners in Grade 8 or higher, if reasonably practicable
- representatives of:
    - organisations of parents of learners with special education needs, if applicable

- sponsoring bodies, if applicable
- organisations of disabled persons, if applicable

- disabled persons, if applicable
- experts in relevant fields of special needs education
- the principal by virtue of his or her official capacity.

3.11.2. Office-bearers

The SGB must elect the office-bearers as in ordinary public schools, namely a Chairperson, Treasurer and Secretary from members of the SGB.

The chairperson of the governing body in the case of a public school for learners with special education needs can be any member of the governing body elected from the following categories:

- parents of learners at the school, if reasonably practicable
- representatives of sponsoring bodies, if applicable
- representatives of organisations of parents of learners with special education needs, if applicable
- representatives of organisations of disabled persons, if applicable
- disabled persons, if applicable
- experts in appropriate fields of special needs education.

FORMATIVE ASSESSMENT

1 What are the 3 components that make up an SGB?

2 How should the Electoral Officer determine which parents qualify for inclusion on the voters' roll?

3 Who are the office-bearers on the SGB and who are co-opted members?

4 What are the components for a SGB of a school for learners with special needs?

REGISTRATION OF VOTERS

4. LEARNING OUTCOMES

At the end of this unit learners should know and understand:

- voter registration
- a voters' roll
- the benefits of compiling a legitimate and correct voters' roll
- who is eligible to register as a voter
- how to correctly compile a voters' roll
- the importance and purpose of inspection of the voters' roll
- how to compile the parents' voters' roll
- how to compile the educator and non-educator's voters' roll

Facilitator note

Unit 4 lends itself to pair and group discussions. Most of the learners would have knowledge of having registered as a voter with the IEC. This voter registration experience with the IEC must be used to get learners to discuss voter registration in general; and then compare IEC voter registration to SGB election.

4.1. What is Voter Registration and benefits of voter registration?

Voter registration is a process of including all eligible voters on the voters' roll to enable them to be eligible to vote in an SGB election. The voters' roll is a record of all details of parents on the admission register. The voters' roll for each school is a very important management tool for conducting SGB elections. The voters' roll should be organized alphabetically according to surnames.

Voter registration benefits

- enables each school to keep a record of eligible voters
- allows disputes with regards to the voters' roll to be resolved before voting day
- allows voters to actively participate in a democratic SGB election
- provides useful management, planning and logistical information
- allows for better budgeting and cost control
- enfranchises the voter by allowing him/her to vote, and have a say in the day-to-day running of the school.

4.2. WHO IS ELIGIBLE TO REGISTER?

- All parents whose details appear on the school admission register
- Legitimate guardians in terms of the SASA
- Educators at the school
- Non-educators at the school.

Please note: A separate voters' roll must be compiled for parents, educators and non-educators

4.3. How to compile a school's voters' roll:

- The school voters' roll containing the names of all eligible parents (refer to Template 3: Parents Voters' Roll) should be developed by the school election team in order to register voters properly. The school admissions register must be used as the basis for this voters' roll. Eligible voters are those people appearing in the admissions register as parents or guardians. Other people may be allowed to vote, provided that they can prove that they qualify to be guardians in terms of the SASA. Provincial regulations should follow the principle of inclusion, transparency and democracy, rather than of excluding potential voters.
- The school voters' roll containing the names of all educators and non-educators (refer to template 3 as well and adapt accordingly) should be developed by the school election team.

4.4. Inspection of the Voters' Roll:

The voters' rolls should be made available for public scrutiny to ensure accuracy and correctness prior to the actual election. Parents and other concerned parties should be encouraged to check the voters' roll before it closes for that election. Any parent whose name appears on the admission register should be given the right to correct any inaccuracy which may appear on the voters' roll; or the right to object to the incorrect inclusion or exclusion of a voter on the roll.

The School Electoral Officer should request a copy of the voters' roll from the Principal to determine who are eligible to vote before the election meeting.

Please note: All nominators, seconders, and candidates must be persons listed on the voters' roll.

4.5. Voters' roll for parents

School Principals must ensure that all parents complete the parents voters' registration form (refer to Template 4: Parent Registration Form) and return it to the school. It is very important that schools have an up to date record of parents' information well in advance of the election period. The registration form of parent voters must be used for the compilation of the voters' roll.

Where the parents' registration forms are not returned to the school, only the parents or guardians appearing in the school's admissions register should be included in the voters' roll .

4.6. Voters' roll for educators and non-educators

The voters' roll for educators should consist of all educators employed at the school.

The voters' roll for non-educators should consist of all non-educators employed at the school.

FORMATIVE ASSESSMENT

1 ***What is voter registration and what is the purpose of a voters' roll?***

2 ***Who is eligible to register for SGB elections?***

3 *What i**s inspection of the voters' roll and why is it important?***

UNIT 5:

THE ELECTION PROCEDURE FOR THE PARENT COMPONENT OF THE GOVERNING BODY. THE NOMINATION PROCESS; HOW TO MANAGE IT EFFECTIVELY; AND THE REQUIREMENTS FOR A MEETING QUORUM

All Electoral Officers should familiarise themselves with the important stages of the election process in order to promote free and fair elections.

Please note: The election of the parent component of the SGB is preceded by the election of the other components i.e. the election of educators, non-educators and learners must be done first; and then the election of the parent component must follow.

LEARNING OUTCOMES

At the end of this unit learners should know and understand

- the before-election performance measures for the School Electoral Officer
- the step by step nomination process and how to effectively manage it
- the requirements for a meeting quorum
- how to correctly deviate from the single meeting and nomination process, if the need arises.

Facilitator Note: Learners will be introduced to the Performance Measures for the first time in this unit, so it is important to firstly explain to them what a performance measure is as explained in the overview of the guide. After the explanation, ask learners why performance measures are so critical to a successful election. This unit also deals with the nomination process which is critical to the success of an SGB election. Make sure that this topic is dealt with logically and in a manner that does not confuse learners. Constantly get learner feedback, to ascertain the learners knowledge and grasp of the content.

5.1. PERFORMANCE MEASURES FOR SGB ELECTIONS – school electoral officer

Before election day the Electoral Officer of the school should

- prepare a notice providing details regarding the date, time and venue of the election meeting (Template 5 in the national regulations guidelines)
- ensure that eligible voters have received notice of the meeting in time as stipulated in the provincial regulations
- ensure that nomination forms (tTemplate 6) are available at the principal's office and during the election meeting

- ensure that there is a suitable venue for the election meeting
- ensure that an accurate voters' roll (Template 3) is prepared by school
- ensure that the election team knows which processes will be followed, and that all the necessary resources that will be needed are available, such as the ballot box, a board to write names of nominees, pens, paper for voting, etc.
- confirm a contingency plan to cover all eventualities which might be experienced at the voting station, with the principal of the school before election day, especially regarding staff and material
- ensure that all staff have been trained and are clear about their roles and expectations regarding election day.

5.2. The Nomination Process and the requirements for a meeting quorum:

5.2.1 Notice of nomination and election process

In order to promote uniform, effective, free and fair elections the national guidelines prescribe the election nomination and election process. Provincial regulations must include the **stipulated procedure to optimise parental participation, at the least possible cost and travel**. Without optimal parental participation the election in a school runs the risk of not being free and fair; as well as lacking credibility. The result of poor parental participation in the election of an SGB, may be viewed as not legitimately representative of the school population, and as such, may not be supported by the majority of parents. This will hamper the management and smooth running of the school.

The Electoral Officer must prepare notices concerning the nomination and election process , in which the date, time and venue is stiipulated. The Electoral Officor should determine the date and time carefully considering other school activities, like fund-raising initiatives and handing out of pupil reports in order to maximise parent participation (Template 5: Notice of Nomination Meeting for Parents). The nnotice should be distributed and displayed in prominent places at the school and in the community **at least 21 days prior to the date of the nomination and election meeting/day**.

5.2.2 Nominations

The Principal must ensure that

- a hard copy of the notice (Template 5: Notice of Nomination Meeting for Parents) is handed to **every learner at least 14 days prior to the proposed nomination and election meeting/day, with a verbal instruction to hand it to his or her parent**
- alternatively a copy of the notice is sent to the parents of every learner by post **at least 21 days prior to the date of the nomination and election meeting/day**
- a combination of the two notification methods above is used, supplemented by any other method that works for the school, as long as it in no way disadvantages any members of the community.

Please note: Whichever method is used, the notification must be in the school's language of instruction and in the home language(s) of the learners, where possible, to ensure maximum participation.

The step-by-step nomination process

The candidate may only be nominated and seconded (Template 6: Nomination Form) by a person belonging to the same SGB membership category to which the candidate belongs.

A nomination form, duly completed by the proposer, seconder and candidate, should be submitted to the Electoral Officer **not more than seven days** and not **less than 24 hours** prior to the commencement of the nomination meeting.

A member can be proposed during the nomination section of the election meeting, provided that another person from the category concerned seconds the proposal and a nomination form is duly completed by the proposer, the seconder and the candidate, and is submitted to the Electoral Officer who will determine the time and duration of the nomination process.

After the time for nominations has expired, the Electoral Officer should:

- consider the nominations and reject the nomination of any candidate who
    - has not been nominated in accordance with the process set out in the guidelines
    - is not eligible to vote as set out in the guidelines
    - has not completed the said nomination form as required in the guidelines
- announce the names of the candidates whose nominations have been accepted.

If the total number of candidates whose nominations have been accepted

- is less than the number of SGB members stipulated by provincial regulations for the school, a new meeting, where no quorum is required and at which new candidates must be nominated, must be convened within 21 days
- is equal to the number of SGB members stipulated by provincial regulations for the school, the Electoral Officer must declare all the nominees as duly elected to the SGB
- is more than the number of members determined in respect of the category concerned, an election meeting/ day by secret ballot will be held as the second part of the proceedings.

Please note: It is the responsibility of the Electoral Officer to ensure that anyone who agrees to be nominated, feels free to do so. There must be no attempt to organise the process in such a way that only the required number of office-bearers is nominated so as to avoid the election process.

5.2.3 Quorum

A quorum of 15%, of parents on the voters' roll, is needed for the nomination and election meeting to proceed i.e. if the school has 500 persons appearing in the admissions register as parents or guardians, a minimum of 75 (15%) persons must be present at the election meeting.

If the quorum is not met at the meeting or a poll of 15% is not achieved on the election day, the election must be rescheduled for another meeting/day, and the same process described above must be repeated. Notice

of the **second election meeting/day** should clearly state **that no quorum or minimum poll is required for that meeting/day**.

A person cannot act as a proxy for more than one other person.

5.2.4 Deviation from a single election meeting

Schools should apply to the Head of the Department for permission to deviate from the single nomination and election meeting process stipulated in these guidelines. No deviation may in any way prejudice the involvement of any parent, and must be clearly explained and motivated to the school community so that everybody understands the process to be followed. These conditions must be clearly laid out in the application to the Head of the Department.

FORMATIVE ASSESSMENT

1 ***What do you understand by optimal parental participation in the elections and why is it so important; and how can this participation be maximized?***

2 ***Refer to template 5 and discuss how best to utilize it for maximum parental participation.***

3 ***What are all the prescribed timelines for template 5?***

4 ***What is your understanding of the nomination of candidates' process?***

5 ***How can the Electoral Officer attempt to "organize" the nomination process so that there is no election; and why must this be avoided at all costs?***

6 ***What are the quorum requirements, and what must be done if there is no quorum at the first meeting?***

7 ***What is your understanding of a deviation from a single election meeting and how must this be handled?***

UNIT 6:

THE ELECTION PROCEDURE FOR THE PARENT COMPONENT OF THE GOVERNING BODY: CASTING AND COUNTING OF VOTES

LEARNING OUTCOMES

At the end of this unit learners should know and understand

- the performance measures dealing with the preparation before the casting of votes
- the correct procedure to be followed by a candidate when nominated
- the duties of the Electoral Officer before distributing the ballot papers
- how to correctly prepare the ballot papers
- the performance measures during voting

- how to conduct and manage the voting process
- how to correctly give assistance to voters
- how to deal with questionable ballot papers
- the criteria for rejecting a ballot and the correct procedure to follow when rejecting a ballot
- the counting process when counting votes
- announcing and recording procedure
- how to deal with and decide on disputes

Facilitator note: Focus firstly on the performance measures and get learners to link the various performance measures to the various content sections in the unit. This unit also deals with the voting and the counting processes which lend themselves to quick, organized role play activities. Be vigilant of time wastage, when doing role play. Prepare yourself well for all role play and practical activities so that you are well organized and learners know exactly what is expected of them. Determine a realistic time allocation for the activity. Constant referral to the correct template is also critical to this unit. Getting learners to understand how to complete each template is also very important. Also explain to the learners that the results will be provisional, and will only become final once they have been ratified and checked by the Department of Basic Education officials.

The casting of votes

6.1. Preparation before the casting of votes

Performance measures before voting on election day

1 The Voting Station Material List is signed.

2 All staff allocation problems are resolved before the voting station is opened.

3 All staff sign the attendance register before the voting station is opened.

4 All observers present have presented their accreditation forms allowing them to be present at the station. Observer status should be restricted to members of the particular school community such as candidates, persons who have nominated candidates, persons assisting disabled voters, ???? and education officials.

5 A role play/rehearsal for voting and counting has been conducted with all staff before the start of voting.

6 Staff are identified to perform roles and duties that are appropriate to their abilities (such as literacy requirements)

7 The voting station layout has been set up to ensure secrecy of the vote and an efficient flow of voters through the station .

8 All the voting officers have been issued with the relevant equipment and stationery to perform their duties.

9 The opening process and procedures are open to observers to witness without interfering with the voting process or voters.

10 The procedure for nominations and elections have been explained to the voters.

11 The nominees are allowed to introduce themselves in accordance with the national guidelines.

6.2. The procedure to be followed by a candidate when nominated:

The Electoral Officer must explain the proceedings to be followed and must stipulate that every nominated candidate will have the opportunity to state at least:

- his or her name
- the names and grades of his or her children in the school
- occupation and experience or skills
- vision for the school (this should be brief and not include promises).

6.3. Duties of the Electoral Officer before distributing the ballot papers:

Before the ballot papers (Template 7: Ballot Paper for Parent Members) are distributed, the Electoral Officer must

- ensure that every ballot paper has the school stamp on it, or some other distinguishing feature which prevents the ballot papers from being tampered with
- explain the voting process, the minimum and maximum number of candidates to be voted for, as well as how to record the voting either by using numbers or by writing names or both.

6.4. Correct preparation of ballot papers

Correct position of this sentence??Every person with the right to vote must be assisted to record his or her vote, should there be a need for assistance. Before the election meeting/day, the Electoral Officer must determine what is written on the ballot paper by:

- preparing papers with numbers on them and making sure that, once nominated, each nominee has a number corresponding to a number on the ballot paper
- preparing papers with the names of all known nominees (nominated before the meeting) in alphabetical order based on surnames, and allowing voters to add the names of extra nominees (from the floor during the meeting).

Where there are no ballot papers available, the Electoral Officer should distribute blank paper for the voters to write the names or numbers of nominations in order of preference.

Whichever method is chosen, the guiding principle must be to allow maximum participation and easy management.

6.5. The Voting Process

Performance measures during voting

- All eligible voters whose names appear on the voters' roll are located and marked off on the roll in 100% of cases.within 5 minutes or less.
- Voters who require assistance (the elderly or disabled voters or pregnant women) are assisted without prejudicing other voters.
- No voters whose names do not appear on the voters' roll for that school are allowed to vote.
- All the voting integrity tasks are performed for each eligible voter visiting the station (i.e. voter's name is marked off on the voters' roll).
- No voters are allowed to vote who fail any of the voting integrity checks.
- All voters are issued with the correct ballot papers (Template 7).
- Zero ballots that are not stamped on the back with the official stamp,are allowed in the ballot box.
- No complaints or objections regarding the assistance given to illiterate voters or voters with visual impairment have been received.
- The electoral process and personnel are monitored in a manner that provides sufficient information for record keeping and to allow for timely interventions when required.
- Objections from voters are recorded and dealt with in accordance with legislation contained in the national guidelines booklet.
- Interactions with voters, personnel, and any other role-players are inclusive, non-partisan, respecting human dignity and promoting tolerance.
- Potential or actual problems are identified and analysed in terms of impact on the electoral process and possible results.
- Resolution of problems is justified by the situations and is suitable for addressing the problems effectively.
- Problem-solving activities are in line with plans, legislation and/or specified requirements.
- The manner of problem-solving promotes the smooth running of the voting station, upholds the principle of free and fair elections and does not under any circumstances disenfranchise an eligible voter.
- The voting process and procedures are open to observers without interfering with the voting process or voters.
- The prepared ballot papers and a list of all nominated candidates are first stamped with the official school stamp at the back of the ballot paper.
- The stamped ballot papers are distributed to all eligible voters.
- The Electoral Officer must re-emphasise to the voter how to correctly record a vote on the ballot paper.

- All eligible voters must be given an opportunity to record his or her vote in secrecy.
- Once the voter has recorded his or her vote on the ballot paper, it must be folded in such a way that the voter's choice is hidden and the official stamp is visible.
- The voter must then deposit the folded ballot paper into the ballot box

It is strongly recommended that the use of a ballot box be adhered to. The Electoral Officer and the school Principal may however improvise if there is no official ballot box.

6.6. Assistance to voters:

An illiterate person or a person not able to vote because of a physical disability may, at his or her own request, be assisted by the Electoral Officer. The voter must however identify any person in the room to witness the assistance that is being given by the Electoral Officer.

6.7. The counting of votes

Performance measures after voting

- Counting of ballot papers takes places as soon as practically possible after the closure of the station for voting.
- The counting and results process and procedures are open to observers and candidates.
- All questionable ballot papers are dealt with in accordance with accepted rules and legislation as outlined on page 12 of the national guidelines.
- All objections by voters to counting are recorded accurately.
- State to the whole meeting the name of each candidate and the number of votes cast for each.
- Complete the counted ballot papers form (Template 8) in the guidelines booklet.
- The results slip (Template 8) has been signed 100% of the times by the electoral officer.
- Declare who has been duly elected. The one with the most votes is elected first, the second most, second, until all the seats in the SGB are filled.
- Those who got too few votes to be elected onto the SGB are told that they were not elected and are thanked and excused/or notified in writing.
- Where the number of votes recorded for two or more candidates is equal and it affects the result of the poll, the Electoral Officer will ascertain the result with regard to the said candidates by drawing lots or some other method that allows for a random selection between tied candidates. This must be done openly and with agreement of the candidates that it is a fair process
- Should there be a dispute that the Electoral Officer is unable to resolve, the election should be completed. In cases of such a dispute that cannot be resolved an appeal process should be followed after the elections have been completed.

- If the complainant is still not satisfied, the matter can be referred to the District Electoral Officer within 7 days after the election day. An appeal can also be lodged with the MEC within 30 days, should the complainant not be satisfied with the decision taken by the District Electoral Officer.
- All material and forms, including ballot papers are packaged and sealed in the relevant envelopes and boxes.
- All envelopes, boxes and ballot boxes should be clearly marked regarding the contents and election date.
- Keep all material in safe custody for a period of at least 3 months from the date of the election.
- Notify each elected member in writing of his or her election (Template 1).
- Notify the principal of the school in writing of the date of the election and of the names and addresses of the persons elected as members, informing the principal that he or she must inform the parents of the election results within 14 days of the meeting.
- Ensure that the local district manager has been informed in writing of the date of the election and of the names and addresses of the persons who have been elected as members (Template 1 and 2).
- Include an undisputed election declaration when applicable, or a declaration detailing any disputes. (Template 15)

6.8 Dealing with questionable ballot papers

The Electoral Officer will reject a ballot paper

- which is without the official mark or provincial education/school stamp
- with more votes recorded than the number of members to be elected
- completed, in such a way that it is uncertain as to which candidate or candidates a vote was recorded for.

Please note: Where the Electoral Officer has rejected a ballot paper based upon the above, an explanation as to why this was done must be given to all members present and they must be given an opportunity to view the rejected ballot paper if they so wish. Any voter present must also be given the opportunity to object to the decision of the Electoral Officer, either to count, or to reject a ballot paper, but this will not change the Electoral Officer's decision. In the event of an objection by a voter either to a ballot being counted, or rejected by the Electoral Officer, a record of such objection must be made on the back of the ballot paper, and in the election report.

6.9 The counting process

After the rejection of any ballot papers, the Electoral Officer should count the votes in the presence of every candidate and/or voter who wishes to be present.

The counting steps

Step1 Unfolding

Open ballot boxes and unfold ballot papers and place face down.

Step 2 Sorting

Examine all ballot papers for the official stamp at the back and reject any ballot paper that does not have a stamp.

Step 3 Reconciliation of ballots

Count all ballot papers face down. This number must match the number of ballot papers that were handed out and placed in the ballot box.

Step 4 Counting

Turn the ballot papers face up and count them per nominated candidates and record these totals as stipulated below.

6.10. Announcing and recording the results

- State to the whole meeting the name of each candidate and the number of votes cast for each.
- Complete the counted ballot papers form (Template 8: Counted Ballot Papers and Declaration of Number of Voters) in order of the most votes to the least votes
- Declare who has been duly elected.
- If the elections occur over a day avail a written report on the above to the relevant component

The person with the most votes is named or listed first and the one with least votes is named or listed last.

Where the number of votes recorded for two or more candidates is equal and it affects the result of the poll, the Electoral Officer must ascertain the result with regard to the said candidates by drawing lots or by using some other method that allows for a random selection between the tied candidates. This must be done openly and by agreement of the candidates.

6.11. Decision of the Electoral Officer in case of disputes

The Electoral Officer must decide on all matters regarding the nomination of candidates and the poll. All disputes should be reported to the officiating Electoral Officer during the election process. The Electoral Officer is mandated to resolve all disputes in order to declare the elections free and fair. His or her decision during the election is final.

In case of a dispute that cannot be resolved, an appeal process should be followed after the elections have been completed.

If the complainant is not satisfied, the matter can be referred to the **District Electoral Officer within seven days after the election. An appeal** can be lodged with the **MEC within 30 days** if the complainant is not satisfied with the decision taken by the **District Electoral Officer**.

FORMATIVE ASSESSMENT

1 ***Briefly outline the process to be followed by a candidate who is nominated.***

2 ***What are the main duties of the Electoral Officer before distributing the ballot papers?***

3 ***What is the guiding principle when correctly preparing the ballot papers?***

4 ***Briefly outline the steps in the voting process.***

5 ***What is the correct method of giving assistance to voters?***

6 ***Which are the 3 reasons why a ballot may be rejected by the Electoral Officer?***

7 ***Explain what happens when a nominated candidate or a voter objects to a decision of the Electoral Officer to either reject, or to count a ballot.***

8 ***Briefly outline the 4 counting steps.***

9 ***How is the announcement and recording of provisional results done?***

10 ***Briefly explain how the Electoral Officer should handle disputes.***

UNIT 7:

PROCEDURES AFTER THE ELECTION OF A GOVERNING BODY

LEARNING OUTCOMES

At the end of this unit learners should know and understand

- the procedures to be followed by the Electoral Officer immediately after the election
- how and when to conduct the election of office-bearers
- the registration of the School Governing Body and the handing-over process
- what to do in the event of a by-election.

Facilitator note: The theme of this unit is: All's well that ends well! It is therefore important to approach this unit from that perspective. Regardless of how well the voting and counting process was conducted and managed, this critical component should not be neglected. Learners must have a very clear understanding as to who does what during this post voting and counting period, thus role clarification is critical. Constant referral to the correct templates, and correct template completion is very important. It is also critical that all learners are familiar with the stipulated time lines as outlined in this unit; and that they adhere to them.

7.1. Procedures immediately after election of governing body

After the election of a SGB the Electoral Officer must

- place all documents, including ballot papers, used during the election in envelopes and seal the envelopes
- keep those envelopes in safe custody for a period of at least three months from the date of the election
- notify each elected member in writing of his or her election
- notify the Principal of the school in writing of the names and addresses of the persons elected as members, and inform the Principal that he or she must notify the parents of the election results within 14 days of the meeting
- ensure that the District Manager is informed in writing of the names and addresses of the persons elected as SGB members (Template 1: Notification of all Members Elected to the SGB)
- include an undisputed election declaration where this was the case, or a declaration detailing any disputes (Template 15: Election Declaration Form).

7.2. Election of office-bearers

- The school Principal must convene the first meeting of the governing body within 14 days after notification of the results of the election.
- At the first meeting of the SGB, such body must, from among its members, elect office-bearers including at least a Chairperson, a Treasurer and a Secretary. The Chairperson will be a parent member of the governing body.
- Where for any reason, the position of any office-bearer becomes vacant, the governing body must, 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 remaining period of office of his or her predecessor.
- The Principal must preside over the meetings referred to above if both the positions of Chairperson and Vice-chairperson are vacant. Otherwise the Chairperson, or if he or she is not available, the Vice-chairperson should preside;
- The Principal must, after a meeting at which new office-bearers have been elected, notify the District Manager in writing of the date of the meeting and of the names, addresses and positions of the persons elected or nominated (Template 9: Notification of Office-bearers Elected to the SGB)
- The Principal should inform the SGB, before choosing office-bearers, of their responsibilities and needs to ensure that office-bearers are representative, where possible, of the gender and racial diversity of the school.

7.3. Registration of school governing body members and handing over process

The first meeting of the newly elected SGB must be convened less than 14 days after the election of the parent component. At this meeting the office-bearers must be elected, as described in paragraph 9.7 of these guidelines. The Principal must ensure that the Data Form (Template 2: SGB Data Form) is completed by every member of the new SGB. This form must be submitted to the district within 14 days after notification of the results of the election.

The Principal of the school (on behalf of the outgoing Chairman) must submit the data form to the District Electoral Officer within 14 days of the SGB's first meeting.

The Principal is required to inform the provincial Department of Basic Education of any changes in membership of the SGB within 14 days of those changes being effected, to ensure that the database is up to date.

The Principal, as a member of the old and new SGB, should manage the handing-over process by

- officially handing-over all SGB files to the new SGB
- conducting an induction session for the new members
- answering any questions that the new SGB may have.

A list of handover documents in the form of a certificate is included, indicating the minimum documents that need to be handed over to the incoming SGB (Template 16: Handover Certificate).

7.4. By-elections

By-elections must take place within 90 days of a SGB vacancy as a result of death, resignation, dismissal or a member no longer having a child at the school. The Chairperson of the SGB should inform the School Electoral Officer of such vacancies, and invite him or her to conduct the by-election.

FORMATIVE ASSESSMENT

Briefly outline the most important procedures immediately after completion of the election.

2 What are the main requirements and stipulations for the election of office-bearers?

3 Identify the templates that are referred to in this unit and give the purpose of completing and submitting each template.

4 What is the correct procedure for registering the SGB members and handing-over process?

5 Explain how and when by-elections take place.

UNIT 8:

THE ELECTION PROCEDURE FOR EDUCATOR, NON-EDUCATOR AND LEARNER MEMBERS

LEARNING OUTCOMES

At the end of this unit learners should know and understand

- The election procedures for educator members of the SGB
- The election procedure for non-educator members of the SGB
- The election procedure for learner members of the SGB.

Facilitator Note: Focus on a discussion on the election procedures for the different member categories as outlined in this unit. Constant refer to the correct templates.

8.1. Educator members

The election of the educator component of the SGB should take place as follows.

- The Electoral Officer will decide a date, time and place for the nomination and election meeting for educator members. This meeting must be held at **least seven days** before the election of the parent member component.
- The Principal must give the Electoral Officer a list of all educators in the school which will serve as the voters' roll
- The Electoral Officer must give each educator at the school a copy of the notice of the nomination meeting (Template 10: Notice of Nomination Meeting for Educator Members of Staff) **at least 14 days** before the day of the meeting.
- An educator can only be nominated and seconded (refer to Template 6: Nomination Form) by another educator employed at the school.
- The proposer can submit the completed nomination form directly to the Electoral Officer or to the School Principal before the election.
- Educators nominated at the meeting will need another educator present to second the nomination, and the nomination form will have to be properly completed and handed in to the Electoral Officer within the time that the Electoral Officer allows for this purpose.
- If the total number of valid nominations is equal to the required number of educator members, the nominated candidates are declared to be duly elected, and the Electoral Officer must sign a declaration indicating that members were not elected by secret ballot, and that he or she allowed sufficient opportunity for more nominations.
- If nominations are less than the number required for the educator component of the SGB, the Electoral Officer must convene another meeting before the parent members' election meeting.
- If the nominated candidates are more than the required number of educators, elections are conducted by secret ballot (Template 11: Ballot Paper for Educator Members), using the same procedure as described for the parent members' election.

8.2. Non-educator members

The procedure for the election of non-educator school staff members to the SGB is as follows.

- The procedure for the nomination and election of the educator component should be adapted to apply to this category of the SGB (Template 12: Notice of Nomination Meeting for Non-educator Members of Staff).
- In cases where there are no non-educators at the school, the position will be left unfilled.
- In cases where there is one non-educator, that person is regarded as duly elected to the SGB.
- In cases where there are two or more non-educators at a school, a democratic election must be held to determine who should be appointed to the SGB. The Electoral Officer may draw lots as an alternative method to appoint a non-educator if there are two or more non-educators on the school staff.

8.3. Learner members

Candidates (who must be members of the Representative Council of Learners of the school or nominated by the RCL) may be nominated by submitting to the Electoral Officer a nomination form, duly completed by the candidate, the proposer, and the seconder, more than one day before the date of the above meeting. Both the proposer and seconder must be members of the Representative Council of Learners of the school.

Nominations will also be accepted at the nomination and election meeting. If a candidate cannot be present at the nomination meeting, written proof must be submitted at the meeting that the candidate is willing to serve as a member of the governing body.

An election meeting will be held on the same day as the nomination meeting mentioned above.

The Teacher Liaison Officer will use Templates 13 and 14 in conducting elections for the learner component of the SGB.

The learners must be made aware of Section 32 of the SASA, which outlines the status of minors on the SGB.

FORMATIVE ASSESSMENT

1 ***How many days before the election of parents' meeting must the meeting for the election of educators and non-educators take place?***

2 ***How many days before the day of the meeting must the notice of the meeting be given to educators?***

3 ***Which templates must be used when conducting elections of the learner component of the SGB?***

4 ***How many learners must be selected to the SGB?not mentioned in guide***

UNIT 9:

TEMPLATES TO BE USED TO CONDUCT AN SGB ELECTION

LEARNING OUTCOMES

At the end of this unit learners should know and understand

- the list of templates to be used when organizing, conducting, and managing an SGB election
- when, how, and for what specific purpose to use the various templates to conduct an SGB election
- how to correctly complete the details on each template.

List of Templates

Ensure that all learners are familiar with the list of templates and that they understand clearly when to use a specific template; and most importantly how to correctly complete the template, as well as what to do with it once it is completed and that they adhere to all timelines for submission of templates/forms.

Number	Template notation
1	Notification of All Members Elected to the SGB
2	SGB Data Form
3	Parents Voters' Roll
4	Parent Registration Form
5	Notice of Nomination Meeting for Parents
6	Nomination Form
7	Ballot Paper for Parent Members
8	Counted Ballot Papers and Declaration of Number of Voters
9	Notification of Office-bearers Elected to the SGB
10	Notice of Nomination Meeting for Educator Members of Staff
11	Ballot Paper for Educator Members
12	Notice of Nomination Meeting for Non-educator Members of Staff
13	Notice of Nomination Meeting for Learners
14	Ballot Paper for Learners
15	Election Declaration Form