

MUT SRC ELECTORAL POLICY

Category of document: Student Affairs

Policy number: ST002/2021

POLICY TITLE	STUDENT REPRESENTATIVE COUNCIL ELECTORAL POLICY
RESPONSIBLE PORTFOLIO	OFFICE OF THE DEAN OF STUDENTS
POLICY OWNER	VICE-CHANCELLOR AND PRINCIPAL
OVERSEEING COMMITTEES	STUDENT AFFAIRS COMMITTEE / ACADEMIC AND STUDENT AFFAIRS WORKING GROUP
APPROVAL AUTHORITY	COUNCIL/ADMINISTRATOR
LATEST APPROVAL DATE	26 SEPTEMBER 2024
EFFECTIVE DATE	01 OCTOBER 2024
MANDATED REVISION DATE	01 NOVEMBER 2028

POLICY INTENT

This policy document provides guidelines and direction to the Mangosuthu University of Technology community on the process that governs the election of the Student Representative Council (SRC). Furthermore, it is the university policy which applies to all MUT students, Independent Electoral Commission (IEC) officials, the Student Affairs Department, and all Management structures at MUT when the University is conducting the SRC elections.

TABLE OF CONTENTS	1
DOCUMENT MANAGEMENT CONTROL	2
ABBREVIATIONS.....	3
DEFINITIONS	3 -
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REFERENCES.....	4 - 5
SECTION A: INTRODUCTION.....	5
1. Background and context to the policy.....	5
2. Rationale... ..	5
3. Policy Statement.....	5
4. Objectives of the policy.....	5
5. Scope and application of the policy... ..	6
SECTION B: POLICY PROVISIONS AND GOVERNANCE AUTHORITY	6 - 7
6. Policy provisions including Principles for this policy.....	6
7. Governance and authority... 6.....	-7
8. Responsibilities to implement the policy... 7 -.....	8
9. Policy control and administration... ..	8
10. Authorizations and signatures.....	9
SECTION C: ANNEXURES	9

Document Management Control

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2. This document has been subjected to the **latest** mandated development and approval process. This is determined through the operation of the MUT Framework of Authority Delegation.

ORGAN	DATE OF RECOMMENDATION/APPROVAL
EMC	28 APRIL 2022
MANAGEMENT SCIENCES FACULTY BOARD	12 MAY 2022
NATURAL SCIENCES FACULTY BOARD	13 MAY 2022
ENGINEERING FACULTY BOARD	09 MAY 2022
STUDENT AFFAIRS MANAGEMENT PANEL (SAMP)	14 MAY 2024
SENATE	24 MAY 2022
COUNCIL/ ADMINISTRATOR OVERSIGHT COMMITTEE	02 JUNE 2022
COUNCIL/ ADMINISTRATOR	

POLICY HISTORY		
This document has the history as stated below and where applicable, the related documents are available from the Registrar:		
NAME OF THE OLD POLICY	MUT REFERENCE NUMBER	APPROVAL OR LATEST AMENDMENT DATE
SRC ELECTORAL POLICY		19 SEPTEMBER 2012

DOCUMENTS RELATED TO THIS POLICY		
This document is related to MUT Policy documents as stated below and where applicable, the related documents are available from the Registrar:		
NAME OF DOCUMENT	MUT REFERENCE NUMBER	APPROVAL OR LATEST AMENDMENT DATE
MUT GUIDE TO CREATING AND WRITING INSTITUTIONAL POLICIES	MUTG0012021	28 SEPTEMBER 2022
MUT TEMPLATE FOR INSTITUTIONAL POLICIES	MUTT012021	28 SEPTEMBER 2022
MUT RECORD OF CHANGES MADE	MUTR012021	28 SEPTEMBER 2022
MUT SRC CONSTITUTION		19 SEPTEMBER 2012

Abbreviations

EMC	refers to the Executive Management Committee
HEA	refers to the Higher Education Act
IEC	refers to the Independent Electoral Committee
MUT	refers to Mangosuthu University of Technology
SO	refers to the Student Organisation
SRC	refers to the Student Representative Council

Definitions

- a. **Act** refers to the Higher Education Act, Act No.101 of 1997, as amended.
- b. **Bona Fide Student** refers to a person who is registered as a student at the University on any programme that is part of the curriculum of an approved degree, diploma, certificate or any other recognised qualification approved by the University Council.
- c. **Chief Electoral Officer** refers to the individual responsible for overseeing the SRC Elections.

- d. **Eligibility Requirements** refers to the criteria for a student to be eligible to run in SRC elections.
- e. **Eligible Student** refers to a student who fulfils the stipulated requirements to be considered for election as an SRC member.
- f. **Liaison Committee** refers to a temporary committee established to serve as a communication link between the candidates and the IEC during the SRC Elections.
- g. **Mass Meeting** refers to a meeting convened by the SRC for all general students.
- h. **Observer** refers to a registered student who has received written authorization to represent the SRC candidate's interests during the election process.
- i. **Semester** refers to a period of about six months during the academic year.
- j. **SRC** refers to the Student Representative Council of MUT which is composed of democratically elected student representatives by their peers as per the SRC Constitution.
- k. **SRC Elections** refers to the yearly election of SRC members who are elected to serve on the SRC under the Electoral policy.
- l. **Standing Orders** refer to a regulation that must not be changed without full consultation.
- m. **Statute** refers to the Institutional Statute of MUT as contemplated in the Act.
- n. **Student Organisation** refers to any organisation made up of students registered at MUT.
- o. **Student Parliament** refers to the Parliament of the Student Governance which is formed of all SRC affiliated Clubs, Societies and Student Organisations, Sports Union Executives, sub-committees and all members of the SRC as prescribed in the constitution.
- p. **University** refers to Mangosuthu University of Technology as established and constituted in terms of the Act;
- q. **University Council** refers to the governing body of Mangosuthu University of Technology Council.

References for this Policy

Higher Education Act, Act 101 of 1997 as amended;

MUT Institutional Statute, 2021;

MUT SRC Constitution, 2012;

University of Zululand Constitution of the SRC - Electoral process, 2022;

University of KwaZulu-Natal, Constitution of the SRC Electoral rules and procedures, 2018;

Northwest University, Rules of procedure for the election and designation of members to the SRC, 2022.

SECTION A: Introduction

1. Background and Context of the Policy

Section 35 of the Higher Education Act, No. 101 of 1997 as amended, provides for the establishment of the Student Representative Council (SRC) to represent students in the university governance. It is therefore essential for MUT to develop and conduct regular reviews of the SRC Electoral Policy that governs the SRC election. The policy should be aligned with other higher education governance legislative documents including the Higher Education Act, no. 101 of 1997 as amended, MUT Institutional Statute and MUT SRC Constitution.

2. The Rationale

The Electoral Policy shall be read and applied in conjunction with the SRC Constitution, Mangosuthu University of Technology Statute, and the Institutional Rules as set out in the General Handbook for Students, to ensure that the university delivers on its mandate to conduct the SRC election process that is free and fair.

3. Policy Statement

This policy serves to articulate and guide the provision for an efficient and effective SRC election process that promotes the right of MUT students to elect their representatives amongst peers to represent their interest in the university decision-making processes.

4. Objectives of the Policy

The Objectives of the Electoral Policy are as follows:

- a) to enable regular elections which can enhance student representation in as many spheres of the university as possible and which will promote a sense of student participation in the affairs of Mangosuthu University of Technology.
- b) determine the principles and guidelines necessary for conducting free and fair elections for student representation.
- c) to elect the student representatives responsible for the governance of students at MUT in accordance with the Higher Education Act.
- d) to elect the student representatives who will be responsible for promoting the interests of students in various university structures and bodies.

5. Scope and Application of the Policy

This policy applies to all MUT students, IEC officials, the Student Affairs Department, and all Management structures at MUT when the University is conducting the SRC elections.

SECTION B

6. Policy Provisions including Principles for this Policy

- 6.1 This policy covers the electoral processes involved when electing the SRC.
- 6.2 All eligible students shall abide by the rules and regulations, policies and procedures, including the SRC Constitution, Electoral Policy, Electoral Procedures and Code of Conduct.
- 6.3 The policy seeks to ensure that the electoral practices do not become normative or prescriptive beyond the basic characteristics sought in good electoral processes, e.g., freedom, fairness, equity, integrity, voting secrecy, transparency, effectiveness, sustainability, service orientation, efficiency, impartiality, and accountability.
- 6.4 The principles and the enabling pillars (procedures) are complementary and intertwined and will ideally be implemented in a coordinated fashion for maximum effectiveness and synergy.
- 6.5 The policy provides a guide to verify the eligibility of candidates for the SRC elections to ensure that they meet satisfactory academic requirements.
- 6.6 The policy principles support freedom, fairness, equity, integrity, voting secrecy, transparency, effectiveness, sustainability, service orientation, efficiency, impartiality and accountability; which effectively align with sections 7 and 8 below on Governance and

Authority, and Responsibility to implement the policy respectively, as well as the Bill of Rights as stipulated by the Constitution.

- 6.7 The policy stipulates the composition and role of the Electoral Commission in conducting effective elections for the University in support of Section 8 below on Responsibilities to implement the policy.

7. Governance and Authority

- 7.1 The University **Council** shall effectively play an oversight role in the implementation and effective conducting of elections, as it affects the reputational risk of the University.
- 7.2 **The Executive Management** shall monitor the effective implementation of the SRC Constitution and the Electoral Policy to guard against any dispute that will affect the core business of the University.
- 7.3 The **Executive Management** shall make sure that the resources needed for the SRC Elections are in line with the budgeted funds, and that the Executive Management will be able to account effectively for all funds, through the **Vice-Chancellor and Principal's** report to the **Council Committee**.
- 7.4 The **Office of the Dean of Students** shall coordinate in collaborations with the **IEC** a free and fair election that will promote unity at the University.

8. Responsibilities to Implement the Policy

- 8.1 The **Student Affairs Department** shall:
- 8.1.1 Make provision for the appointment of an independent and non-partisan Electoral Committee.
- 8.1.2 Ensure that the University's resources provided for the holding of the SRC elections are sufficient for the conducting of the election process.
- 8.1.3 Facilitate effective workshops to help students and other parties in understanding and implementation of the policy in conjunction with the SRC Constitution, and Electoral Policy, including the Electoral Procedures and the Code of Conduct, as the enabling pillars of the SRC electoral process.
- 8.2 The **Electoral Commission**
- 8.2.1 The primary function of the Electoral Commission (EC) is to manage and administer the SRC elections on an efficient, unbiased and independent basis. The EC shall maintain the integrity of the elections by ensuring that they are free and fair.

8.2.2 The **Electoral Commission** may choose to adopt either a manual or electronic process for voting, or both. However, should electronic voting be used, the Electoral Commission will submit a detailed procedural guideline to the University Council Committee for effective oversight.

8.2.3 The Electoral Commission shall:

- 8.2.3.1 Submit a project plan that comprises an Election Programme of Action and a budget for the elections to be discussed at the EMC, endorsed by the Student Affairs Committee, and later approved by the Council for the effective oversight of the electoral process.
- 8.2.3.2 Open and close the nomination process following a university-approved timetable.
- 8.2.3.3 Compile and publish a list of candidates contesting elections.
- 8.2.3.4 Be responsible for all election material.
- 8.2.3.5 Ensure that sufficient ballot papers are available for elections at least two hours before the voting stations open.
- 8.2.3.6 Ensure the supply of adequate stocks of ballot boxes and voters' rolls for each voting station.
- 8.2.3.7 Determine the design of ballot papers and ballot boxes, including appropriate numbering and stamping of ballot papers and boxes.
- 8.2.3.8 Ensure the safe storage of all election material.
- 8.2.3.9 Submit provisional results of elections to the Dean of Students within one day after the counting of ballot papers is complete.
- 8.2.3.10 Declare results of elections, provisional and final, for the University at a predetermined time and place.

8.3 The **Dean of Students** shall:

- 8.3.1 Formally constitute the new SRC and prepare for the induction of the SRC into the structures of the University.
- 8.3.2 Postpone elections in consultation with the Executive Management, should circumstances not be conducive to free and fair elections.

8.4 The **eligible students** shall:

- 8.4.1 Adhere to all processes as defined by the Constitution of the SRC, the Electoral Policy, the Code of Conduct and the Electoral Procedure.
- 8.4.2 Support any processes that will be communicated to them by the Electoral Commission, to ensure that the elections are fair.

- 8.4.3 Sign the Code of Conduct that binds them to execute their roles and responsibilities properly in line with the Bill of Rights as stipulated in the Constitution of the Republic of South Africa.

9. Policy Control and Administration

This policy will be reviewed every five years, to align it with the MUT strategic plan or earlier to align with changes to the internal or external operating environment, including legislation and other legal prescripts.

10. Authorisations and Signatures

I, Professor Nokuthula Sibiyi, acting on behalf of the management of Mangosuthu University of Technology and in my capacity as the Vice-Chancellor and Principal sign this policy and accept and undertake to implement it as stipulated herein to realise its strategic intent and desired outcomes.

Date:

Signature:

I, Professor Lourens Van Staden, acting on behalf of the Council of Mangosuthu University of Technology and in my capacity as the Administrator hereby sign this policy and authorise that it be implemented in the university.

Date:

Signature:

SECTION C: Annexures**SRC Electoral Standard Operating Procedures**

TITLE	STANDARD OPERATING PROCEDURES FOR STUDENT REPRESENTATIVE COUNCIL ELECTORAL POLICY
SOP OWNER	DEAN OF STUDENTS
APPROVAL AUTHORITY	EMC
OVERSEEING COMMITTEE(S)	STUDENT AFFAIRS MANAGEMENT PANEL EMC
POLICY NUMBER	
LATEST APPROVAL DATE	
EFFECTIVE DATE	
REVISION DATE	

STANDARD OPERATING PROCEDURES STATEMENT
The Standard Operating Procedures document provides details of procedures and steps to the Mangosuthu University of Technology community, to be followed when conducting or participating in the SRC Elections.

MANAGEMENT CONTROL PAGE

Document management control

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2. This document has gone through the following mandated development and approval process as determined through the operation of the MUT Delegations of Authority Framework.

TABLE OF CONTENTS	11
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SECTION A

1. Rationale	12
2. Purpose and the Objectives of the SOP.....	12
3. Scope and Application of the SOP 12 -	22

SECTION B

4. SOP Provisions	22
5. Governance and Authority	22
6. Responsibilities to Implement the SOP	22
7. SOP Control and Administration.....	22
8. Authorisation and Signature.....	23

SECTION A

1. Rationale

- 2.1 To ensure the provision of high-quality service to the university in the management and administration of the SRC elections.

2. Purpose and Objectives of the SOP

- 2.1 To articulate the procedures, processes and guidelines which shall be followed to conduct SRC elections at Mangosuthu University of Technology.
- 2.2 To identify the relevant stakeholders involved in supporting the SRC elections and to outline their roles to ensure a smooth and efficient SRC election process.

3. Scope and Application of the SOP

3.1 Introduction

Section 35 of the Higher Education Act No. 101 of 1997 as amended, provides for the establishment of a Student Representative Council (SRC) in institutions of higher learning in South Africa. The Student Representative Council plays a crucial role in representing the needs of students in the decision-making processes of the University. The SOP serves to articulate the SRC electoral procedures to be followed to promote an environment that is conducive to free and fair elections which creates a climate of tolerance, free political campaigning, and public debate.

3.2 Establishment of the Independent Electoral Committee (IEC)

The primary task of the IEC is to manage the SRC election process as per the SRC Electoral Policy. The IEC shall be independent and impartial and shall exercise its powers and perform its duties without fear, favour or prejudice. The IEC shall be appointed by a committee which shall include the Student Affairs Department, the SRC, the Executive of the Student Parliament and a member of Executive Management. The process shall be conducted in line with the MUT Supply Chain Management Policy.

3.2.1 The functions and Responsibilities of the IEC shall be:

- 3.2.1.1 To manage elections following the electoral policy and SRC constitution;

3.2.1.2 To supervise and control SRC elections and carry out duties and responsibilities assigned thereto;

3.2.1.2 To ensure that the elections are free and fair;

3.2.1.3 To declare the results within forty-eight (48) hours after the completion of counting ballot papers;

3.2.1.4 The IEC shall ensure that the SRC elections are free and fair through the monitoring of all the election phases which include:

3.2.1.4.1 Nominations and nomination procedures;

3.2.1.4.2 Campaigns and campaign procedures;

3.2.1.4.3 Voting and voting procedures; and

3.2.1.4.4 Counting votes cast during the SRC elections.

3.2.2 Composition of the IEC

3.2.2.1 The Chief Electoral Officer shall be a person from outside the University who shall appoint his/her team.

3.2.2.2 The IEC shall liaise with the Liaison Committee on any matter relating to the elections.

3.2.3 Functions of the IEC

3.2.3.1 The Chief Electoral Officer and the Electoral Officers serving on the IEC are responsible to organise the election process, and together, are known as the IEC;

3.2.3.2 The Student Affairs Department shall ensure the efficient day-to-day running of the IEC;

3.2.3.3 The Chief Electoral Officer shall be responsible for:

3.2.3.3.1 Opening the nomination process;

3.2.3.3.2 Preparing nomination forms;

3.2.3.3.3 Compiling a complete list of candidates;

3.2.3.3.4 Arranging meetings of candidates to explain processes, rules and regulations for the election;

3.2.3.3.5 Ensuring that the election publications carrying relevant information about candidates are distributed before the election;

3.2.3.3.6 Presenting a full report as soon as possible after the election to the University Management;

3.2.3.4 The Student Affairs Department shall ensure that venues are booked timely for manifestos and any other events of the elections.

3.3. Eligibility of Candidates and Voters

- 3.3.1 A *bona fide* student as defined in the SRC Constitution shall be eligible to vote;
- 3.3.2 No person shall be eligible for membership in the SRC unless he/she is a *bona fide* student as defined in the SRC Constitution;
- 3.3.3 Candidates should meet the following academic requirements:
 - 3.3.3.1 A candidate should have passed at least 60% of subjects/modules in the preceding annual or semester examinations;
 - 3.3.3.2 A candidate should be a substantial student registered for at least half of the full load in the academic semester or year of study;
 - 3.3.3.3 A candidate must have been a *bona fide* student for at least twelve (12) months to be eligible to contest SRC elections;
 - 3.3.3.4 Pre-tech students shall not be eligible to contest SRC elections; and
 - 3.3.3.6 A student who has been declared insolvent by the court of law shall not be eligible to contest SRC elections;
- 3.3.4 Organisations and individual candidates shall stand for elections;
- 3.3.5 A candidate with an adverse disciplinary record or serving any effective sanction shall not be allowed to contest elections; and
- 3.3.6 The IEC shall disqualify a contesting candidate or an organisation for failure to meet the standing requirements for elections.

3.4. Nomination Procedures

- 3.4.1 Nomination forms shall be obtainable at an advertised central point within the University;
- 3.4.2 Nominations of candidates for SRC elections shall be lodged with the Chief Electoral Officer not less than seven (7) working days before the day of elections;
- 3.4.3 Nomination forms shall be provided to students participating in the election with information on the elections, including information regarding the dates and times of meetings and events, as well as a provisional date for an SRC Inauguration Ceremony for candidates to diarise times and make the necessary arrangements;
- 3.4.4 A duly completed nomination form shall be delivered by hand to the office of the IEC with the following documents:
 - 3.4.4.1 Copy of a student card;
 - 3.4.4.2 ID / Passport Photo;

- 3.4.4.3 Motivation as to why a student has to be elected to the SRC;
- 3.4.4.4 Fifty (50) supporting signatures in the case of independent candidates and chairperson and secretary in case of recognised organisations with student numbers of supporting registered students in the same academic year or semester of such SRC elections;
- 3.4.4.5 Registration status form; and
- 3.4.4.6 Academic record - It should be noted that academic records of the preceding semester/annual examination results shall be displayed on the IEC notice boards after these have been verified by Student Affairs.
- 3.4.5 The Chief Electoral Officer shall decide on the validity of all nominations for the elections and shall decline to accept a nomination if a nomination fails to meet the prerequisites for registration of the elections;
- 3.4.6 Once a nomination has been accepted, a candidate is bound to adhere to all deadlines set by the IEC;
- 3.4.7 The Chief Electoral Officer shall prepare a list of candidates;
- 3.4.8 Objections to nominations shall be lodged with the Chief Electoral Officer not less than seven days (7) before the first day of the election;
- 3.4.9 No nomination form shall be accepted after the final submission date and time of closing of official nominations;
- 3.4.10 Self-nomination for election to the SRC is prohibited;
- 3.4.11 A student can nominate not more than two (2) independent nominees and sign for them. In the case of organisations, nominations shall not exceed nine (9) nominees and arranged in rank order; and
- 3.4.12 If no nominations were received during the period stipulated by IEC, the SRC Affairs shall be run by the Student Affairs Department.

3.5 Elections Procedures

- 3.5.1 An election day shall be reserved for purposes of elections only, provided no academic assessments shall be conducted on Election Day;
- 3.5.2 The elections shall be held in September provided it is at least a week before examinations.
- 3.5.3 Thirty (30) days before the election date, a committee consisting of the Student Affairs Department, the SRC, the Executive of Student Parliament and a member of Executive

Management shall identify a Chief Electoral Officer, who shall be a person from outside the University;

- 3.5.4 The Chief Electoral Officer shall appoint a committee to assist him/her and shall supervise and have complete control over all SRC elections;
- 3.5.5 The IEC appointed as per section 3.5.3 above shall be compensated for performing its duties;
- 3.5.6 The Chief Electoral Officer assisted by the committee shall have complete control over the SRC elections and shall make such arrangements for essential publicity as may be prescribed in the standing orders;
- 3.5.7 Students shall be notified of pending elections at least seven days before the last nomination day;
- 3.5.8 A student shall not be allowed to vote for more than two (2) independent candidates and one (1) organisation. Further, a student shall not be allowed to vote more than once for any independent candidate or organisation;
- 3.5.9 If there are two (2) or fewer independent candidates nominated and only one organisation, the Chief Electoral Officer shall extend the nominations for a further four (4) days;
- 3.5.10 Should there be insufficient nominations received employing the procedure mentioned in section 3.4.11, an extraordinary student body meeting shall be convened by the IEC within 7 days, where further nominations will be called for and accepted;
- 3.5.11 Should the aforesaid meeting not quorate, or should there be insufficient further nominations, the Chief Electoral Officer shall refer the matter to the Dean of Student. The Dean will then consult with the Vice-Chancellor and Principal regarding the way forward;
- 3.5.12 A decision will be communicated to students within five days from the date when the matter was referred to the Office of the Dean of Students;
- 3.5.13 Should there be a vacancy within the SRC (once it has been constituted), an immediate by-election shall be called to fill the vacant positions;
- 3.5.14 The inauguration of the SRC shall take place at least seven (7) days after the announcement of results. All SRC elects should have submitted their academic records before their inauguration;
- 3.5.15 The outgoing SRC members shall cease to be members after the AGM to ensure that a handover proceeds smoothly. The handover shall be facilitated by the Chief Electoral

Officer within 48 hours of the official declaration of results. In the absence of an elected SRC, SRC affairs will be administered by the Student Affairs Department;

3.5.16 Members of the outgoing SRC who wish to be nominees for the next elections should cease to be SRC members immediately after the submission of their nominations;

3.5.17 The Chief Electoral Officer shall be responsible for the allocation of the portfolios and this task shall be performed as soon as possible after the declaration of the results as free and fair.

3.6 Manifestos

3.6.1 All candidates contesting SRC elections are required to have their manifestos or their organisational manifestos;

3.6.2 The IEC should arrange a forum for students and candidates to interact before the elections take place;

3.6.3 Any contesting organisation that fails to avail itself of this opportunity for any reason shall be disqualified from participating in elections.

3.7 Postponement of Election

3.7.1 The IEC may request the Student Affairs Department to postpone an election if it is not reasonably possible to conduct free and fair elections; and

3.7.2 If ballot papers are lost, destroyed or unlawfully removed, the IEC may allow a revote within a reasonable period.

3.8 Conduct and Responsibility of Candidates and Organisations

3.8.1 All contesting organisations shall be required to comply with the following:

3.8.1.1 Attend all meetings or workshops arranged by the IEC

3.8.1.2 Adhere to all deadlines set by the IEC; and

3.8.1.3 Provide any such relevant information as requested by the IEC;

3.8.2 Individual candidates shall be held responsible for their conduct;

3.8.3 Candidates shall not be allowed to collect or handle ballot boxes and ballot papers and shall not be allowed anywhere near ballot boxes during voting processes, except when casting their votes.

3.9 Voting Station

- 3.9.1 The Student Affairs Department shall establish sufficient voting stations on campus, that have security cameras;
- 3.9.2 Immediately before the voting begins, the IEC shall show observers that the ballot boxes are empty and thereafter seal the ballot boxes;
- 3.9.3 The location of the voting station shall take into consideration the need for free, fair and orderly elections. To this end, population density and the need to avoid congestion at voting stations shall be considered;
- 3.9.4 Voting shall be by secret ballot;
- 3.9.5 Each voter shall be given two (2) ballot papers for SRC election, one (1) for organisations and one (2) for independent candidates;
- 3.9.6 Voting shall take place between 07h00 and 23h00 for one day unless otherwise ordered by the IEC. However should there be voters in the queue on the cut-off time, voting shall continue until all voters in the queue have cast their votes;
- 3.9.7 In the case where IEC extends voting days, e.g. at the end of day one, ballot boxes shall be moved to the Protection Services for safekeeping. On the second day of elections, the Protection services shall escort ballot boxes back to a voting station for the voting process to resume;
- 3.9.8 Voters shall produce the bar-coded student card before voting;
- 3.9.9 Each voter shall only vote for not more than two (2) independent candidates and one (1) organisation;
- 3.9.10 Voting for more than two (2) independent candidates and more than one (1) organisation shall render ballot paper spoilt;
- 3.9.11 Only names appearing on the voters' roll shall be allowed to vote;
- 3.9.12 The voters' roll shall be printed by the IT & Networks Department and shall be verified by the Registrar; and
- 3.9.13 The voters' roll shall be published two (2) weeks before the SRC elections and all queries shall be dealt with before the voting day.
- 3.9.14 Voters shall follow the following voting procedure which shall also be displayed at each voting station:
 - 3.9.14.1 A student shall present her/his valid student card at the voting station to an election officer.

- 3.9.14.2 The election officer shall verify the student card and mark the left-hand thumb of the Student with indelible ink.
- 3.9.14.3 The election officer shall issue two ballot papers to the student; i.e., individual candidates and organisational candidates' ballot papers and communicate to the student that the student must vote for two (2) individual candidates on the individual candidates' ballot paper and one (1) organisation on the other.
- 3.9.14.4 The student shall be directed to the voting booth by the election officer where the student shall cast his/his secret vote by correctly marking the ballot paper.
- 3.9.14.5 The student shall deposit the ballot paper in the ballot box identified by the election officer.
- 3.9.14.6 No student (including any candidate) may unnecessarily remain in the vicinity of the voting station after voting or at any time interfere with the voting tasks of the election officers or influence or intimidate any student.
- 3.9.14.7 Any contravention of this requirement shall immediately be brought to the attention of the Chief Electoral Office who may take such lawful steps as necessary to remove the student from the voting station area.
- 3.9.14.8 If misbehaviour is deemed to be adequately serious, the Chief Electoral Officer may inform the university management about the conduct of the student together with a recommendation that further disciplinary steps be taken against the student.

3.10 Voting Materials

- 3.10.1 The IEC shall determine the design of the ballot paper and boxes and decide how they are to be numbered and labelled;
- 3.10.2 The IEC shall be responsible for supplying ballot papers, ballot boxes, voting compartments and ballot boxes' seals;
- 3.10.3 The Students Affairs Department shall be responsible for organising a voters' roll;
- 3.10.4 Upon receipt of these materials, the Chief Electoral Officer shall be responsible for their safekeeping.

3.11. Observers

- 3.11.1 A registered candidate and organisation contesting the election shall appoint two (2) observers in a voting station and three (3) observers at a venue where the counting takes place;
- 3.11.2 An observer shall be a registered student and shall not be a candidate in the election;

- 3.11.3 A contesting organisation shall issue the observer with written proof of appointment and give notice of such appointment to the IEC;
- 3.11.4 Observers shall be allowed to observe proceedings concerning voting, counting and declaration of preliminary and final results;
- 3.11.5 Observers shall not interfere with proceedings;
- 3.11.6 Observers may lodge complaints or bring irregularities to the attention of the IEC;
- 3.11.7 The absence of observers shall not invalidate proceedings; observers and candidates shall comply with orders given by the IEC.

3.12 Liaison Committee

- 3.12.1 The Liaison Committee shall provide a way of dealing with challenges experienced during the election process and liaise with the IEC and contesting organisations;
- 3.12.2 The committee shall be formed once the nomination process has been opened;
- 3.12.3 It shall consist of representatives from all contesting organisations as determined by the IEC;
- 3.12.4 The convener of the liaison committee shall be the Chief Electoral Officer;
- 3.12.5 The Liaison Committee shall consider complaints about the elections process, provided that such complaints are made in writing and signed by the complainant;
- 3.12.6 It shall only make recommendations to the IEC on the resolution of the reported complaints; and
- 3.12.7 It has no power to change or vary the provisions of the SRC Electoral Policy.

3.13 Counting and Declaration Procedures

- 3.13.1 Counting of votes shall commence immediately after the voting station shall have been closed for voting, and may be suspended with the Chief Electoral Officer's approval;
- 3.13.2 Ballot papers shall be counted at a specified venue allocated for the counting process;
- 3.13.3 Counting Officers shall reject any ballot paper that reflects the identity of a voter;
- 3.13.4 Delegated Counting Officers by the IEC may reject a ballot paper in consultation with observers on the following circumstances:
 - 3.13.4.1 If a ballot paper has any other mark/s and/or writing except the vote;
 - 3.13.4.2 If a single ballot paper contains a vote-cast that exceeds two (2) candidates and one organisation; and
 - 3.13.4.3 If a ballot paper does not contain any mark that indicates a vote;

3.13.5 Disputed and rejected ballot papers shall not be counted and shall be kept separate for IEC decision;

3.13.6 All decisions of the IEC shall be communicated only by the Chief Electoral officer, except in case of a delegation by him/her; and

3.13.7 All observers shall sign a declaration form stating whether they will accept preliminary election results or not.

3.14 Results and Reports

3.14.1 The Chief Electoral Officer shall announce the preliminary results as soon as possible after the completion of vote counting;

3.14.2 The IEC shall announce the official and final election results within forty-eight (48) hours of the completion of counting, provided that no objections are received within the specified period published by the IEC;

3.14.3 Objection to the elections shall be lodged in writing and shall reach the Chief Electoral Officer within twenty-four (24) hours of the declaration of the preliminary results;

3.14.4 If no objections are received by the deadline set and published by the IEC, the results of the elections shall be officially and finally announced by the Chief Electoral Officer (acting on behalf of the IEC) and election results shall be declared free and fair;

3.14.5 The decision of the IEC regarding any objection lodged shall be subject to appeal in the following manner:

3.14.5.1 An appeal against any decision or ruling made by the Chief Electoral Officer shall be forwarded to the office of the Dean of Students who will consult with the Vice-Chancellor regarding the matter.

3.14.5.2 The decision of the Vice Chancellor shall be final and binding to all parties; and

3.14.5.3 In resolving disputes, the Vice-Chancellor and Principal shall have discretionary powers to engage internal or external persons.

3.15 Seat Allocation Principle

3.15.1 Proportional representation shall serve as a guiding principle for seat allocation provided that the contesting organisations or independent candidates achieve a threshold of 10% of the voters' roll.

3.16 General Provisions

- 3.16.1 The IEC shall own the election material and may dispose of such material immediately after the election results have been declared and the process is agreed on to be free fair; and
- 3.16.2 The IEC may introduce further regulations if required by the policy or if it considers this necessary for the elections. This should take place in consultation with the Dean of Students.

SECTION B**4. SOP Provisions**

The SOP entails the procedures and processes that shall be followed when SRC elections are conducted at Mangosuthu University of Technology and shall be read in conjunction with the SRC Electoral Policy.

5. Governance and Authority

University Management will be responsible for supporting the functioning of the department within the limited resources of the institution.

6. Responsibilities to Implement the SOP

- 6.1 The Student Development Officer will provide management and administration support in implementation and compliance with the SOP.
- 6.2 The Dean of Students will present a full report, including financials, to the Executive Management Committee of the University and part of the SAC, and the report shall be presented as part of the Vice-Chancellor's report to the Council Committee

7. SOP Control and Administration

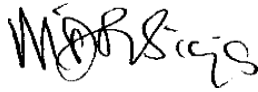
- 7.1 The SOP will be reviewed every five years or earlier to align with operational conditions and/or changes in circumstances.
- 7.2 The Office of the Registrar will be responsible for overseeing the SOP review and revision process.

8. Authorisation and Signature

I, Prof Nokuthula Sibiya, acting on behalf of the management of Mangosuthu University of Technology and in my capacity as the Vice-Chancellor and Principal sign this SOP and accept and undertake to implement it as stipulated herein to realise its strategic intent and desired outcomes.

Date: 30 September 2024

Signature:



Date: 02 October 2024

Signature: