

Election Regulations regarding the execution of Governing Body elections of the Deutscher Schulverein Pretoria

1. Jurisdiction

These Election Regulations are applicable to the election of a Governing Body of the Deutscher Schulverein Pretoria, according to par. 8.1, and par. 8.4 of the Constitution and represent an implementation regulation according to par. 8.5.

2. Prerequisites for candidacy

2.1 Candidates must be members of the School Association with good reputations and meet the criteria of par. 5.6.2 of the Constitution.

2.2 Regarding par. 5.6.2.b, it is sufficient for the Treasurer to confirm that the candidate has made satisfactory arrangements and is adhering to them.

2.3 Regarding par. 5.6.2.d, a written declaration by the candidate is sufficient (this is contained in the nomination form).

2.4 The Governing Body must check if candidates meet the criteria of the candidacy at an extraordinary meeting before the meeting. If required, the Chairperson must have a discussion with the candidate.

2.5 Candidates run for election with the understanding that, on the Governing Body they are committing themselves to the service of the Association, free of charge, and have to declare in the template referred to in par. 3.3 (below) that, as far as is possible, they are willing to do justice to their tasks and attend the scheduled meetings regularly and be prepared for them, according to the following listed estimated time expenditure:

2.5.1 At least one Governing Body meeting per month of approx. 3 hours;

2.5.2 Participation in one committee with at least 2 meetings per month of approx. 2 hours each and approx. 8 hours project work per month;

2.5.3 Participation in one workshop per term on a Saturday morning of approx. 4 hours.

3. Preparations for the elections

3.1 Together with the invitation to the Annual General Meeting, members will be informed of the number of Governing Body members that are to be elected. The Governing Body must check the number of Governing Body members up for elections beforehand, according to par 7.12 and 7.13 and must inform the Association, together with the invitation, if the criteria of par. 7.12 and/or 7.13 were applied.

3.2 According to par. 7.11 of the Constitution, election nominations must be handed to the Governing Body, in writing, no less than seven days prior to the date of the meeting. This deadline is secured when a scan of the properly filled in and signed (available at Administration) template: „Nomination: Candidate for Governing Body“ has reached Administration. The original has to be handed in at Administration no later than 4 days prior to the meeting. The nomination deadline will be strictly adhered to. Late nominations

will not be allowed, even if the number of available nominations is less than the number of Governing Body members that need to be elected. In such a case, further members can be co-opted by the Governing Body during the course of the year.

3.3 Each candidate has to hand in a short profile with picture at Administration no later than 4 days prior to the meeting. Templates will be provided for candidates in this respect. The profile will be displayed, sent to the members via email and the candidate has to introduce himself/herself to the meeting, based on his/her short profile. If the candidate is unable to be present at the Annual General Meeting, he/she can still be elected if nomination and short profile are available according to the stipulations, however, this is only the case if after the successful election result the candidate is available telephonically and confirms his/her acceptance of the election to the election manager, according to par. 7.2 (below).

4. Election management

For the execution of the election, the Chairperson of the Governing Body will appoint a member of the Governing Body who is not up for election before the Annual General Meeting already, as the election manager. The election manager is responsible for the proper execution of the elections. He/she will appoint, if necessary, election assistants who also may not be up for election. If required, the Administration may consult with the election manager.

5. Voter registry

5.1 The Administration will prepare a complete list of members, according to par. 6.4 of the Constitution.

5.2 Proxies are not allowed for in the Constitution and are therefore not valid.

5.3 Past spouses are both eligible to vote and each parent of a learner will be allowed to vote as far as this parent is known to the school.

6. Execution of the elections

6.1 The Administration will prepare relevant ballot papers, which will be handed to each eligible member of the Association as he/she registers on the attendance list at the entrance. The list of voters according to 5.1 (above) can also serve as attendance list as long as it has been signed by the attendees.

6.2 Each eligible member has one vote per vacant post on the Governing Body.

6.3 If more candidates are ticked than available vacant posts on the Governing Body, the ballot paper becomes invalid. If less candidates are ticked, only the submitted votes are counted. Accumulation of votes for a single candidate is not possible and renders the ballot paper invalid.

6.4 All ballot papers are handed in to the election manager or the election assistants.

6.5 If only as many candidates are up for election as there are vacant posts on the Governing Body, the election manager can submit a verbal motion to the meeting to have the candidates declared as elected.

7. Evaluation of the election

7.1 The election management (manager and assistants) will withdraw for the evaluation.

7.2 The election manager will announce the result during the Annual General Meeting and ask the candidates if they accept the election; should an elected candidate not be present, the election manager will ask him/her telephonically. Should the candidate not be available telephonically, he/she was not elected as prescribed and the candidacy expires.

7.3 In the case of a tie, an additional run-off ballot shall be held.

Approved by the Annual General Meeting on 7 March 2016.