

**ELECTION REGULATIONS**

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## **DEFINITIONS**

- (1) “Absolute majority” means a majority of the total membership.
- (2) “Act” means the Higher Education Act, Act No. 101 of 1997 as amended.
- (3) “Affiliated” organisation or group means one that is controlled, accountable to or in some way linked to another body or organisation.
- (4) “Ballot” –
  - a. “valid ballot” means a ballot that meets the requirements of sections 127 and 132 and is counted toward the individual candidates and the poll.
  - b. “invalid ballot” means a ballot that is defective in terms of sections 127 and 132 and is not counted toward the individual candidates and the poll.
  - c. “spoilt ballot” means a ballot that is not counted toward the individual candidates but is counted toward the poll.
- (5) “Candidate Support Team” means students who are appointed by candidates to assist candidates in their campaigns.
- (6) “CEO” means Chief Electoral Officer.
- (7) “Council” means the University of Cape Town Council.
- (8) “DJP Rules” mean the Rules on Disciplinary Jurisdiction and Procedures in Handbook 3: General Rules and Policies.
- (9) “DSA” means the Department of Student Affairs.
- (10) “ED:DSA” means the Executive Director of the Department of Student Affairs.
- (11) “Election Appeals Committee” (the Committee) is an independent committee established in accordance with these rules to receive appeals from decisions of the Election Commission.
- (12) The “Election Commission” (the Commission) is the independent body set up in terms of these rules to oversee and govern the SRC and Faculty Council elections.

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- (13) The “Election Complaints Panel” (the Panel) is a subcommittee of the Election Commission and receives complaints and objections and presents the merits of the complaint or objection to the Election Commission.
- (14) The “Election Operations Office” is the administrative arm of the Elections Commission and implements the decisions of the Election Commission.
- (15) “Faculty Council” (FC) means the student representative body of a particular Faculty.
- (16) “First-Past-the-Post Electoral System” is the system where the highest polling individuals are deemed elected. In the UCT SRC context, these are the top fifteen (15) individuals who are elected to the SRC.
- (17) “IEC” means the Independent Electoral Commission of South Africa established by the Constitution of the Republic of South Africa.
- (18) “PASC” means the Postgraduate Academic Sub-Council of the Students’ Representative Council.
- (19) “PASS” means professional, administrative support and service staff.
- (20) “Question and Answer” session is a meeting in which candidates address potential voters.
- (21) “Regulations” means these Election Regulations and includes the annexures, codes, and protocols of these Regulations.
- (22) “SAMC” means the Student Parliament Management Committee.
- (23) “Simple majority” means a majority of the members present and voting.
- (24) “SRC” means the Students’ Representative Council.
- (25) “Statute” means the Institutional Statute of the University promulgated under the Act.
- (26) “Student Parliament” means an assembly of all the student sub-structures at the University as set out in the SRC Constitution.
- (27) “Student” means a person registered as a student at the University.

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- (28) “Third Parties” means an individual or company who is neither a student nor an employee of the University but with whom the University has concluded a contractual arrangement, as defined in Handbook 3, General Rules and Policies.
- (29) “UASC” means the Undergraduate Academic Sub-Council of the Students’ Representative Council.
- (30) “UCT” means the University of Cape Town.
- (31) “University days” are the weekdays during term time.
- (32) “USAC” means the University Student Affairs Committee, () responsible for advising Council on policy in the area of student development and services.
- (33) “USDT” is the University Student Discipline Tribunal as set out in Handbook 3, General Rules and Policies.

## **CHAPTER 1: SRC ELECTION STRUCTURES**

### **ELECTION COMMISSION**

#### **Function**

1. The Election Commission is an independent and impartial body, constituted annually, that must exercise its powers and perform its duties without fear, favour or prejudice. The Commission shall oversee and govern SRC and Faculty Council elections or by-elections and must carry out the responsibilities and duties assigned to it in terms of these Regulations to ensure that the election process is free and fair.

#### **Composition**

2. The Election Commission consists of –
  - (a) two academic staff members nominated by the Nominations Committee of Senate, one of whom must be Chairperson as per section 4;
  - (b) three members of DSA staff nominated by the ED:DSA; one of whom must be the CEO and another who must be secretary as per sections 5 and 6;
  - (c) two students nominated by the SRC, one of whom must be a member of the SRC Constitutional Committee;
  - (d) two students nominated by the SAMC;
  - (e) one student from a Faculty Council, nominated by a joint sitting of the UASC and PASC.
3. The Election Commission may invite a representative of the IEC to participate in meetings in a non-voting and advisory capacity.

#### **Chair, CEO and Secretary appointed from the members of the Election Commission**

4. Chairperson: an academic staff member nominated by the Nominations Committee of Senate;
5. CEO: a member of DSA staff nominated by the ED:DSA;
6. Secretary: a member of DSA staff nominated by the ED:DSA who is not CEO.

#### **Conflict of Interest**

7. To maintain the independence and impartiality of the Election Commission –
  - (a) No member of the SRC, SAMC, UASC or PASC may participate in the appointment of a Commission member if that member is standing for election or assisting in the campaign of a student standing for election.

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- (b) No member of the Commission may stand for election or assist in the campaigning of a student standing for election.
- (c) Members of the Commission must resign if a conflict of interest exists.
- (d) The Commission must be the judge of whether or not such conflict of interest exists.
- (e) Any Commission member, who has attended a meeting of the Commission and resigned, is not eligible to stand for election and may not assist in the campaigning for a student standing for election in that year.

### **Quorum**

- 8. The quorum of the Commission is six members, including at least three students and at least three staff members.

### **Voting**

- 9. The Commission should make decisions based on consensus. Failing this, a decision may be made by voting.
- 10. Each member of the Commission including the chairperson has one vote.
- 11. The chairperson of the Commission must cast a deciding vote when there is a tie of votes.
- 12. The member of the IEC may participate in Commission meetings, but shall not vote.

### **Powers and duties**

- 13. The Election Commission must –
  - (a) oversee all rules and regulations pertaining to the election process;
  - (b) interpret all rules, codes and the Election Regulations so as to preserve the integrity of the election process;
  - (c) be the sole authority to give instructions on all aspects of voting;
  - (d) determine and publish protocols relating to Electronic Voting procedures and Question and Answer sessions;
  - (e) determine and publish further rules, codes and protocols as is deemed necessary;
  - (f) supervise the Election Operations Office and the Election Complaints Panel;
  - (g) determine the Election Timetable in accordance with Annexure 2 at its first sitting;
  - (h) publicise the Election Timetable;
  - (i) consult with and assist UCT's Disability Service to ensure disabled students participate in and access all aspects of the election process;
  - (j) promote voter education;
  - (k) arrange publicity for the entire election process;



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- (l) provide instructions on voting and vote-counting;
- (m) co-ordinate the nomination process;
- (n) provide briefing documents to student advisors;
- (o) monitor the conduct of candidates and voters;
- (p) announce the results and the poll of the elections;
- (q) publish regular reports;
- (r) consider complaints or objections regarding election irregularities and impose sanctions as necessary.

### 14. The Election Commission may –

- (1) enact any special rules governing the election process that do not conflict with the SRC Constitution, Election Regulations, or other UCT rules and policies;
- (2) adopt such additional measures as it deems necessary and appropriate to ensure a free and fair election;
- (3) require that the Election Complaints Panel investigates election irregularities and duly constitutes the Election Complaints Panel to perform such investigations;
- (4) recommend amendments to the Election Regulations and Annexures.

### 15. The formal correspondence of the Election Commission, Election Operations Office and the Election Complaints Panel must be communicated by the CEO to the relevant stakeholders.

## ELECTION OPERATIONS OFFICE

### **Function**

16. The Election Operations Office is the administrative branch of the Election Commission. Members of the Election Operations Office are accountable collectively and individually to the Commission for the exercise of their powers and performance of their functions. Members of the Election Operations Office must act in accordance with these Regulations.

### **Composition**

17. As soon as possible after the constituting of the Election Commission, the Election Operations Office must be established. This office consists of –
- (1) the CEO as the head of the Election Operations Office;

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- (2) three election officers appointed by the ED:DSA, who are not members of the Commission;
- (3) such Election Assistants and persons as the CEO may consider necessary to enable the Commission to exercise its powers and perform its duties and functions effectively.

### **Powers and duties**

18. The CEO and the Election Operations Office must –

- (1) advertise that nominations are open;
- (2) prepare and verify all nomination forms;
- (3) compile and publish a complete list of nominees and allow for a 24 hour objection period;
- (4) present the verified nomination forms to the Election Commission for validation after the 24 hour objection period;
- (5) compile and publish the campaign plans and budgets of candidates;
- (6) arrange meetings with candidates as required;
- (7) arrange opportunities for candidates to interact with students in the form of Question and Answer sessions and any other official events pertaining to the elections;
- (8) compile and print the manifesto booklet which shall include the manifesto, photograph, curriculum vitae, affiliation, year of study and academic programme of each candidate;
- (9) allow a limited time for candidates to view the manifesto booklet before printing;
- (10) ensure that election publications carrying relevant information about candidates are distributed prior to elections;
- (11) liaise with campus media about the election process;
- (12) provide media in the form of pamphlets and posters to candidates;
- (13) make recommendations to the Commission for the efficient running of the election;
- (14) present a full report on the election operations to the Commission as soon as reasonably possible after the election;
- (15) exercise all other powers, duties and functions as properly entrusted or assigned to it by the Commission.

## ELECTION COMPLAINTS PANEL

### **Function**

19. The Election Complaints Panel is a subcommittee of the Election Commission. Members of the Panel are accountable collectively and individually to the Commission for the exercise

of powers and performance of their functions. Members of the Panel must act in accordance with these Regulations.

### **Composition**

20. The Election Complaints Panel must be appointed by the Election Commission and must consist of the following members of the Election Commission –

- (1) two students;
- (2) one academic staff member who will be the chairperson and is not the chairperson of the Commission;
- (3) one DSA staff member who will be the Secretary.

### **Powers and duties**

21. The Election Complaints Panel must –

- (1) act in a lawful, reasonable and procedurally fair manner;
- (2) protect the anonymity of a complainant where it is requested by the complainant and it is considered appropriate to do so;
- (3) exercise all other powers, duties and functions as properly entrusted or assigned to it by the Commission.

### **Complaints and objections procedure**

22. Complaints and objections must be submitted to the Election Complaints Panel in writing within 24 hours of the complainant or objector gaining knowledge of the election irregularity occurring or provisional results being published, along with any evidence in support of the complaint or objection.

23. The Election Complaints Panel must –

- (1) receive any complaints and objections that arise during the election process;
- (2) acknowledge all complaints and objections within 24 hours;
- (3) request a written response from all relevant parties to the complaint or objection;
- (4) determine and present the merits of the complaint and objection to the Election Commission.

24. The Election Commission must –

- (1) decide on the merits of the complaint or objection;
- (2) inform all parties of its decision with regards to the complaint or objection, including its reasons;

- (3) publish the decision and the reasons for the decision;
  - (4) publish all complaints and objections once they are resolved;
  - (5) at the end of the election process, publish a summary of all complaints and objections, with any commentary or recommendations that it deems necessary and appropriate.
25. Should new evidence come to light after the Election Commission has made a decision, the decision may be reopened for consideration by the Election Commission.
26. An appeal against any decision of the Election Commission must be to the Election Appeals Committee and shall be made within 24 hours of the decision of the Election Commission being published.
27. The appellant must inform the Election Commission of the appeal.

## ELECTION APPEALS COMMITTEE

### **Function**

28. The Election Appeals Committee is an independent and impartial body that must adjudicate appeals against decisions of the Election Commission.

### **Composition**

29. The Election Appeals Committee must be established at the same time as the Election Commission is constituted.
30. The Election Appeals Committee consists of –
- (1) two students elected by at least two thirds of a simple majority at the first quorate sitting of Student Parliament;
  - (2) an academic staff member appointed by the Nominations Committee of Senate;
  - (3) a member of the PASS staff nominated by the ED:DSA.
31. No member of the Election Appeals Committee may be a member of the Election Commission, stand for election or assist in the campaigning of a student standing for election.

### **Chair and Secretary appointed from the members of the Election Appeals Committee**

32. Chairperson: the academic staff member appointed by the Nominations Committee of Senate;
33. Secretary: the member of the PASS staff nominated by the ED:DSA.

### **Quorum**

34. The quorum of the Election Appeals Committee is three members.

### **Voting**

35. Each member of the Election Appeals Committee has one vote and the ruling of the majority of the members will be the ruling of the Committee.

36. Where the votes are tied, the appeal will automatically be referred to the Director of the Office of the Vice Chancellor and adjudicated in accordance with section 39(8).

### **Powers and duties**

37. The Election Appeals Committee must –

- (1) act in a lawful, reasonable and procedurally fair manner;
- (2) receive, consider and determine any appeal against an Election Commission decision.

38. The Election Appeals Committee may summon any person to make written submissions or appear before it to give evidence.

### **Appeals procedure**

39. Appeals must proceed in the following manner –

- (1) Appeals must be submitted to the Election Appeals Committee in writing within 24 hours of the publication of an Election Commission decision.
- (2) The Committee must acknowledge all appeals within 24 hours.
- (3) The appellant should submit all supporting evidence with the appeal.
- (4) Parties to the appeal will be given the opportunity to respond.
- (5) The Committee must adjudicate the appeal within five university days.
- (6) The Committee must inform all parties and publish its decision.
- (7) An appeal against any ruling given by the Committee must be submitted to the Director of the Office of the Vice Chancellor within 24 hours of the ruling being published.
- (8) The Vice-Chancellor must nominate an appropriately qualified and suitably experienced expert who must adjudicate the appeal within ten university days.

## **CHAPTER 2: PREPARATION FOR ELECTIONS**

### **Election Timetable**

40. The dates of the SRC Elections must be determined by the Election Commission at its first sitting in accordance with Annexure 2.
41. The Election Timetable must be published by the Election Commission.
42. The SRC election must be held over a period of ten consecutive days in the second semester of each academic year, the first five of which must be for campaigning only and the second five of which must be for campaigning and voting.

### **Eligibility for voting in or standing for elections**

43. *A student must be registered at UCT in order to be eligible to vote or stand in the SRC elections.*

## **CHAPTER 3: ELECTION PROCESS**

### **Nominations**

44. Each nominee must complete and deliver the nominations materials as set out below to the Election Operations Office before the close of nominations as specified in accordance with Annexure 2.
45. Forms to be completed by nominees include:
  - (a) Nomination form provided in Annexure 4A or 4B;
  - (b) Candidate support team registration form provided in Annexure 5;
  - (c) Campaign plan and budget provided in Annexure 6A or 6B;
  - (d) Candidate's code of conduct declaration provided in Annexure 7.
46. A nominator may not nominate more than three candidates for election and may not withdraw his/her nomination once the nomination form has been lodged.

47. No nomination forms will be accepted after the date and time for closing of official nomination subject to provisions on extending the nomination period.
48. A nominee may not withdraw from the election after the nominations have been validated.

**Verification, objection and validation**

49. The Election Operations Office must verify all nomination forms by:
  - (a) confirming that nominees and nominators are registered students; and
  - (b) requesting the USDT to confirm that a nominee or nominees have no sentences prohibiting the nominee or nominees from holding student office.
50. The Election Operations Office must prepare a list of nominees together with their photographs for publication.
51. Objections to nominations must be lodged with the CEO within 24 hours of publication of the list of nominees.
52. The CEO must present all verified nominations and any objections to nominations to the Election Commission for validation.
53. A candidate nomination form must be made available for viewing on request by any registered student.

**Extending the nomination period**

54. If by the last day of the nomination period, the number of nominations received is equal to or less than the number of members to be elected to the SRC, then –
  - (1) The Commission must extend the period of nomination for up to ten university days to ensure that there are sufficient nominees for an election;
  - (2) Should the number of nominations still be equal to or less than the number of available positions after the period contemplated in subsection (1), the Commission must revise the Election time frame such that an election must occur. Such revisions must be ratified by Student Parliament and recommended by USAC for approval to Council.

**Candidates' rights and responsibilities**

55. Candidates have the right to information regarding the election to be distributed to them fairly and equally.
56. Candidates are fully responsible for –

- (1) all of the actions taken on a candidate's behalf, whether by the candidate, the candidate's support team or affiliated organisations;
- (2) understanding the regulations and communicating them to candidate support teams and affiliated organisations;
- (3) approaching the CEO if the meaning of any provision of these Regulations is not understood.

57. Candidates are required to –

- (1) arrange for the design of their own posters and pamphlets;
- (2) print and distribute their own media, provided these have been authorised by the Election Operations Office;
- (3) attend all meetings or workshops arranged by the Commission;
- (4) communicate all campaign plans and budgets to the Commission;
- (5) communicate changes to campaign plans to the CEO;
- (6) register candidate support teams with the Commission as provided in Annexure 5;
- (7) adhere to all deadlines set by the Commission;
- (8) provide any relevant information as requested by the Commission;
- (9) provide the Commission with a campaign spending report and receipts or proof of expenditure on or before the last day of voting.

#### **Groups for the purpose of election**

58. Candidates may form groups for the purpose of the election, provided that they register their group with the Election Commission.

59. Any group or student organisation that participates in the election process must register itself (name, logo, slogan, sign or symbol which the group or student organisation will use) when nomination forms are submitted. These names, logos, slogans, signs and symbols will be used to define a group or student organisation.

#### **External and third party involvement**

60. External organisations, external persons and third-parties are prohibited from assisting in campaigns or attempting to influence the outcome of an election.

61. Student groups or organisations and candidates may not ask for assistance from external organisations, external persons or third parties and must take reasonable steps to prevent



external organisations, external persons or third parties from campaigning on their behalf or otherwise influencing the outcome of an election.

62. Student organisations, groups or candidates may not host events with external organisations, external persons or third parties during campaigning.

### **Voters' conduct**

63. All students entitled to vote may vote for candidates in the elections.
64. Voters are required to vote once by paper or electronic ballot.
65. A voter must cast his/her own ballot and may not request any person (except where authorised by the Election Commission) to cast a ballot on his/her behalf.
66. The CEO or his/her duly appointed assistants may require that any intending voter produce his/her student registration card.

## **CAMPAIGNING**

### **Definition**

67. Campaigning is any organised effort, process, or publication which seeks to influence the decision of the voter. This includes but is not limited to distribution of posters and flyers, word of mouth, email, electronic social networks, sms and online messaging services. Additional campaigning activities may be defined by the Election Commission from time to time.

### **Rules**

68. Campaigning must commence at the time and date specified by the Election Commission in the Election Timetable.
69. The election material of candidates may not be displayed or distributed within the voting station boundary or in computer labs.
70. The Election Commission may draw up guidelines for the conduct of candidates' campaigns. Any breach of these regulations may be subject to sanctions.

### **Electronic platforms and social media**

71. A group or a candidate or a group's or a candidate's support team may not contact students through any university-sponsored, created, or managed social networking group for the purpose of campaigning. Prohibited communication servers include –
- (1) any mailing lists created or used by the University;
  - (2) any mailing list created or used by a UCT society or organisation;
  - (3) UCT social networking accounts, pages, websites or groups;
  - (4) such other platforms as the Election Commission may declare to be prohibited.
72. No candidate, and no member of a group's, or a candidate's support team who is currently or has previously held a student governance position at the University may use any facilities or communication methods available to him or her by virtue of such position and not to other students, for the purpose of campaigning.
73. Candidates may campaign on electronic social networks subject to the Code of Ethics for Student Publications and General University Rules of Conduct for Students.
74. All rules regarding campaigning apply to campaigning on electronic platforms and through social networks.

### **Campaign plans and updates**

75. Campaign plans must include but are not limited to –
- (a) all media;
  - (b) events and activities;
  - (c) places for campaigning;
  - (d) use of banners;
  - (e) t-shirts and other use of clothing for the purposes of campaigning;
  - (f) online campaigning strategy;
  - (g) any other means of promoting candidates;
  - (h) such other plans as outlined by the Commission.
76. All changes to campaign plans must be communicated to the CEO with reasons for changes –
- (a) within 24 hours of the scheduled change;
  - (b) immediately where an unforeseen departure from campaign plans occurs.

### **Campaign spending and donations**

77. The Election Commission must set a fair monetary limit for election expenditure which must be communicated to all candidates.
78. Candidates must submit their campaign budgets as provided in Annexure 6A and 6B by the time and date specified in the Election Timetable.
79. A candidate may not spend more on his/her campaign than the maximum amount set by the Election Commission, whether this expenditure is incurred personally or on behalf of the candidate by others and/or by student organisations.
80. The value of items, including but not limited to gazebos, banners, t-shirts and other clothing used in campaigning, will be assigned a market value taking into account the rate of depreciation over the item's lifespan.
81. Overspending is a contravention under these regulations and candidates, groups and their campaign teams may be subject to sanctions.
82. Materials received free of charge or at low cost must be assessed by the Election Commission and will be assigned a value comparable to their current market value and will be debited against the candidate's campaign budget accordingly.
83. Where the Election Commission finds that a candidate's budget is understated, the candidate must immediately withdraw the goods from his/her campaign and may be subject to sanctions.
84. Records of campaign expenditure and associated receipts must be kept and submitted to the Election Commission in the form of a spending report.
85. All candidates must submit campaign spending reports on or before the last day of voting.
86. Any candidate who fails to submit proof of expenditure or a campaign spending report to the Election Commission may be subject to sanctions.
87. Candidates who submit fraudulent campaign spending reports will be subject to sanctions.

### **Question and Answer Sessions**

88. The Election Operations Office must arrange for Question and Answer Sessions to take *place in the first week of campaigning*. The Commission must finalise the format and number of Question and Answer Sessions by creating a Question and Answer Session Protocol.

89. Access to Question and Answer sessions must be limited to UCT students and staff.

**Restrictions on campaigning**

90. Candidates may not display banners until the Elections Commission has assessed the value of the banner, taking into account content, size and location.

91. Candidates are prohibited from campaigning in computer labs.

92. Candidates must adhere to the University's general rules and policies on posters. Any candidate or support team member found in violation must remove the poster or posters and is subject to sanctions.

93. Candidates are prohibited from distributing media that have not been authorised by the Election Operations Office.

94. No person may tamper with, deface or unlawfully remove or destroy the posters or any other election materials of a group or candidate.

95. No candidate may make use of stickers, chalk, graffiti or any other forms of defacement in his or her campaigning.

96. No candidate or support team may offer any inducement or reward to another person.

97. A candidate may criticise another candidate's campaign but must never do so in a manner that is false, defamatory or that amounts to hate speech.

## **ELECTORAL SYSTEM**

**Electoral Voting System**

98. The Electoral Voting System must be that of First-Past-the-Post in which candidates may choose to run independently or as a group.

**Poll**

99. For the purposes of the poll students are divided into three categories:

A: All undergraduate students registered in the current year for a higher certificate, diploma, advanced diploma or a bachelor's degree (including students registered for the LLB degree) or a postgraduate diploma or an honours degrees, who are eligible to vote (but excluding all students registered for a certificate, diploma or degree by distance mode).

B: All occasional students including all semester study abroad students and all students registered for a certificate, diploma or degree by distance-mode, who are eligible to vote. (See Article 2.2 of the SRC Constitution and Section 44 of these regulations.)

C: All students registered for master's or doctoral qualifications, who are eligible to vote.

An SRC election shall be invalid if fewer than 25 per cent of the students in category A vote in the election.

100. The Election Commission must announce the percentage poll obtained in each of categories A, B and C.
101. By-elections shall be conducted subject to these regulations provided that a by-election shall be declared invalid if fewer than 15% of the students in category A vote in the by-election.
102. If fewer than
  - (a) 25% of the students in Category A vote in an election the Election Commission shall submit a report on the election to the Student Parliament and USAC. USAC shall, having regard to the poll obtained and the views of the Student Parliament make a recommendation to the Council as to whether to recognise the 15 members who received the most votes as an Interim SRC or take some other action to constitute an SRC or an interim SRC; or
  - (b) 15% of the students in Category A vote in a by-election the Election Commission shall submit a report on the by-election to the SRC. The SRC shall then deal with the vacancy as provided for in the SRC constitution other than by way of a by-election.

### **Methods of voting**

103. The Election Commission must make provisions for voting –
  - (a) by paper ballot at a voting station; or
  - (b) by electronic ballot online.

## **GENERAL VOTING PRACTICE**

### **Voting**

104. The Election Commission must announce the number of candidates, the number of places to be filled and the number of candidates for which a voter may vote.
105. A voter may vote for up to 10 candidates in a SRC General Election, in accordance with the principle that two thirds of the positions to be filled determines the maximum number of votes a voter may cast.
106. A voter may vote for fewer than the number of candidates for which they are entitled to vote.

**Electronic and paper ballots**

107. Only electronic or paper ballots supplied by the Election Commission may be used for voting.
108. The Commission must —
- (1) determine the design of the electronic and paper ballots to be used in an election;
  - (2) determine the manner in which the electronic and paper ballots must be accounted for.
109. Ballots must include the —
- (a) preferred name and surname of the candidate;
  - (b) number of the candidate;
  - (c) photograph of the candidate;
  - (d) logo, slogan or information about the candidate of no more than 15 characters.
110. The name of the candidates must appear in alphabetical order on the electronic and paper ballots.

**Attendance at Vote Counting**

111. The following persons, as determined by the Election Commission may attend vote-counting:
- (1) members of the Election Commission;
  - (2) members of the Election Operations Office;
  - (3) such other persons appointed by the Election Commission for the purpose of vote-counting.
112. The following persons may apply to the Election Commission for permission to attend vote-counting with observer status —
- (1) members of the SRC or Faculty Councils who are not candidates standing for election;
  - (2) one member of a candidate's support team or his/her campaign manager.
113. The Election Commission must provide guidelines for conduct for those attending the vote-counting.

## PAPER-BASED VOTING

### **Voting stations**

114. The number and location of voting stations must be determined and published by the Election Commission.
115. Each voting station must be staffed and monitored for the duration of the election by at least one election assistant, who must be a competent and impartial person appointed by the Election Operations Office.
116. No campaign material, apart from the official manifesto booklet, may be displayed within the voting station boundary.
117. Only Election Commission notices may be displayed within the voting station boundary.

### **Voting on paper ballots**

118. Voting must take place at such hours and venues as may be fixed by the Election Commission.
119. No person may tamper or interfere with ballot boxes, papers and/or any other election materials or generally in the voting process.
120. Neither a candidate nor a candidate's support team member may collect or handle ballot boxes and papers.
121. Neither a candidate nor a candidate's support team member may be within the voting station boundary during voting week, except to cast their own votes.
122. A voter must vote for a candidate by marking the ballot paper in accordance with instructions provided by the Election Commission from time to time.

### **Vote counting of paper ballots**

123. The decisions about whether a vote is valid, invalid or spoilt must be determined by the Election Commission, using the following guidelines –

- (1) A paper ballot must contain a voter's student number, date of birth and no more than 10 votes to be valid.
- (2) A paper ballot must be regarded as invalid where -
  - (a) the paper ballot is not supplied by the Election Commission;
  - (b) the paper ballot has been defaced or marked in such a way that it is not reasonably possible to decipher or to determine the voter's choice;
  - (c) the requirements of subsection (1) are invalid or cannot be verified;
- (3) If a voter has voted more than once and for the same candidates on each occasion, then one paper ballot may be regarded as valid and the remainder invalid.
- (4) If a voter has voted more than once, but the votes cast are different, then one paper ballot may be regarded as valid but spoilt and the remainder as invalid. The spoilt ballot will count towards the poll but the individual votes towards the candidates will not be counted.

## **ELECTRONIC VOTING**

### **Electronic voting system requirements**

124. The Commission must ensure that the electronic voting system meets the requirements of unimpeachable security, a clear and identifiable audit trail and these regulations specified in this document.
125. The Commission must determine and publish a protocol on electronic voting.

### **Electronic voting**

126. Neither a candidate nor a candidate's support team may provide, request, induce or coerce a voter to use portable electronic and digital devices or computers on which to cast a vote.
127. No campaign material, apart from Election Commission notices, may be displayed within computer labs.

### **Electronic vote counting**

128. The decisions about whether a vote is valid, invalid or spoilt must be determined by the Election Commission, using the following guidelines –



- (a) An electronic ballot must have been accessed by a voter's username and password and contain no more than 10 votes to be valid.
- (b) If a voter has voted both electronically and by paper ballot for the same candidates, then one ballot may be regarded as valid and the remainder invalid.
- (c) If a voter has voted both electronically and by paper ballot, but the votes cast are different, then one ballot may be regarded as valid but spoilt and the remainder as invalid. The spoilt ballot will count toward the poll but the individual votes toward the candidates will not be counted.

## RESULTS AND REPORTING

### **Determination and declaration of results**

- 129. The Commission must determine and declare the result of an election by adding together the results received from all paper ballots and electronic votes.
- 130. The first 15 candidates who obtain the highest number of votes will be deemed elected.
- 131. In the event of a tie in the votes, the candidates tying will participate in a run-off election consistent with these regulations.
- 132. The Commission must declare and publish provisional results, percentage poll and a campaign spending report as soon as is reasonably possible after vote counting has concluded.
- 133. The Commission must allow for a 24 hour objection period after provisional results and the campaign spending report have been published.
- 134. Election results must be declared final after 24 hours of the declaration of provisional results or as soon as is reasonably possible, after outstanding election processes have been concluded.

### **Reporting**

- 135. The Election Commission must publish the following reports –
  - (1) A Complaints Summary Report of all complaints and objections received, investigated and concluded by the Commission.
  - (2) A Campaign Spending Report detailing the campaign expenditure of all candidates released with the provisional results.

- (3) An Election Report on the entire election process must be published no later than one month after the declaration of final results.
- (4) The Commission must submit recommendations to the relevant committees no later than one month after the declaration of final results.

## CONSTITUTING MEETING

### **The constituting meeting of the SRC and Faculty Councils**

136. Prior to the constituting meeting, the chairperson of the Election Commission or such person as appointed by the Election Commission must outline the procedures of the meeting.
137. The constituting meeting of the SRC-elect must be called by the chairperson of the Election Commission or such person as appointed by the Election Commission, within 10 university days of the final declaration of the results.
138. The chairperson of the Election Commission or such person as appointed by the Election Commission shall preside at the constituting meeting until all portfolios are allocated.

## CHAPTER 4: DISCIPLINE

### **Reporting contraventions**

139. Any irregularity in connection with nominations, voting, or in the conduct of candidates, or generally in the election, must be reported to the Election Commission, through the Election Complaints Panel, which must take steps as it deems necessary. These may include any of the sanctions listed in the relevant section.

## CODE OF CONDUCT

### **Purpose of the Code**

140. The purpose of the Code of Conduct (the Code) is to promote conditions that are conducive to free and fair elections, including—
  - (1) tolerance of democratic activity; and
  - (2) free campaigning and open public debate.

**Electoral Code of Conduct and other Codes**

141. The Code of Conduct must be subscribed to by every group or candidate by signing Annexure 7 before that group or candidate is allowed to stand in an election;
142. In order to promote free, fair and orderly elections, the Commission may determine and issue any other code.
143. The Commission may change or replace a code. .
144. A code issued, or a change to, or replacement of the codes contemplated in section 146 and section 147 must be published by the Commission.
145. A Code derives its authority from these Regulations and must be in line with these Regulations, the SRC Constitution and any other University policy.
146. The Election Commission must create additional codes of conduct to promote and ensure free and fair elections for the following persons –
  - (1) Election Commission Members;
  - (2) Election Officers;
  - (3) Election Assistants;
  - (4) Candidates;
  - (5) Candidate Support Teams;
  - (6) Voters;
  - (7) Vote Counters; and
  - (8) Observers.

**Promotion of the Code**

147. Every candidate and group/organisation bound by this Code must—
  - (1) promote the purpose of the Code when participating in an election; and
  - (2) promote and support efforts in terms of these Regulations to educate voters.

**Compliance**

148. Every candidate and group/organisation must—
  - (1) comply with this Code;
  - (2) instruct and take all reasonable steps to ensure—
    - (a) a group, its candidates, candidate support teams and members comply with this Code and any applicable Regulations; or

- (b) a candidate and his or her candidate support-team complies with this Code and any applicable Regulations.

**Public comment**

149. Every group/organisation and every candidate must accord the right to others to—

- (1) freely express their beliefs and opinions;
- (2) challenge and debate the beliefs and opinions of others;
- (3) erect banners and posters in accordance with these Regulations;
- (4) canvass support for a group or candidate;
- (5) recruit members for a group.

**Relationship with Election Commission**

150. Every group/organisation and every candidate must—

- (1) recognise the authority of the Commission in the conduct of an election;
- (2) give effect to any lawful direction, instruction or order of the Commission, or a member, employee or officer of the Commission, or the CEO;
- (3) establish and maintain effective lines of communication with the Commission; and
- (4) co-operate in any enquiry of the Election Complaints Panel.

**Prohibited conduct**

151. No group/organisation or candidate may—

- (1) use language or act in a way that may provoke—
  - (a) violence during an election; or
  - (b) the intimidation of candidates, members of groups, representatives or supporters of groups or candidates, or voters;
- (2) publish false or defamatory allegations in connection with an election in respect of—
  - (a) a group, its candidates, representatives or members; or
  - (b) a candidate or that candidate's representatives;
- (3) plagiarise the symbols, colours or acronyms of other groups/organisations; or
- (4) discriminate on the grounds of race, ethnicity, sex, gender, sexual orientation, class or religion in connection with an election or election activity.

152. No person may—

- (1) offer any inducement or reward to another person—
  - (a) to join or not to join a group or organisation;

- (b) to attend or not to attend a Question and Answer Sessions, or other election events;
- (c) to vote or not to vote, or to vote or not to vote in any particular way; or
- (d) to refuse a nomination as a candidate or to withdraw as a candidate; or
- (2) unreasonably prevent any other person access to voters for the purpose of voter education, collecting signatures, recruiting members, raising funds or canvassing support for a group or candidate;
- (3) deface or unlawfully remove or destroy the posters or any other election materials of a group or candidate; or
- (4) abuse a position of power, privilege or influence, including parental, patriarchal, traditional, educational or employment authority to influence the conduct or outcome of an election.

### **Conduct at voting stations**

153. No candidate or group may within the boundaries of a voting station—

- (1) display or distribute any posters or pamphlets;
- (2) be present unless that person is casting his or her own vote;
- (3) attempt to induce, influence or persuade a person to vote or not to vote for a particular group or candidate; or
- (4) attempt to induce, influence or persuade a person not to vote.

### **Undue influence**

154. No person may –

- (a) compel or unlawfully persuade any person
  - (1) to vote or not to vote;
  - (2) to vote or not to vote for any group/organisation or candidate;
  - (3) to support or not to support any group/organisation or candidate; or
  - (4) to attend and participate in, or not to attend and participate in, any election event;
- (b) interfere with the independence or impartiality of the Commission, any member, officer or assistant of the Commission, the CEO, or the Appeals Committee;
- (c) advantage, or promise to advantage, a person in exchange for that person not performing a function in terms of these Regulations;
- (d) prevent any of the following persons from gaining reasonable access to voters, whether in a public or private place –
  - (1) Any representative of a group/organisation or of a candidate;

- (2) any candidate in an election;
- (3) any member, employee or officer of the Commission;
- (4) the CEO; or
- (e) unlawfully prevent the holding of any political meeting, march, demonstration or other event.

### **Fraud and impersonation**

155. No person—

- (a) who is not entitled to vote in an election or at a voting station, may vote in that election;
- (b) may impersonate—
  - (1) a representative of a group/organisation or of a candidate;
  - (2) a candidate in an election;
  - (3) a member, officer or assistant of the Commission;
  - (4) the CEO;

### **Infringement of secrecy**

156. No person may interfere with a voter's right to secrecy while casting a vote.

157. Except as permitted in terms of these Regulations, no person may disclose any information about voting or the counting of votes;

### **Prohibitions concerning voting and election materials**

158. Except as permitted in terms of this Regulation, no person may—

- (a) print, manufacture or supply any voting or election material;
- (b) remove or conceal any voting or election material;
- (c) damage or destroy any voting or election material; or
- (d) use any voting or election material for a purpose other than an election purpose.

159. The Election Commission must authorise

- (a) the printing, manufacture or supply of any voting or election material;
- (b) the removal or destruction of any voting or election material.

### **Prohibitions concerning banners and posters during election**

160. From the date on which an election is called to the date the result of the election is determined and declared in terms of Annexure 2, no person may deface or unlawfully remove any banner or poster published by a group/organisation or candidate.

**Obstruction of, or non-compliance with, directions of Commission, CEO and other officers**

161. No person may refuse or fail to give effect to a lawful direction, instruction or order of the Commission, or a member, employee or officer of the Commission, the CEO or the Appeals Committee.
162. A person may not obstruct or hinder the Commission or Appeals Committee in the exercise of its powers or the performance of its duties.

**SANCTIONS**

**Authority to impose sanctions**

163. The power and responsibility for containing the immediate effects of misconduct and imposing punishment where appropriate rests with the Election Commission, the Election Appeals Committee and the Vice-Chancellor's nominee.
164. The sanctions contemplated below are in addition to the sanctions provided for in the Rules on Disciplinary Jurisdiction and Procedures (the DJP rules) in Handbook 3: General Rules and Policies.

**Sanctions**

165. Sanctions that may be imposed for contravention of these Regulations are –
- (a) a reprimand;
  - (b) an oral warning, which may take the form of an informal or formal discussion of the problem;
  - (c) a written warning, which will take the form of a letter written by the relevant authority and copied to the relevant parties where applicable;
  - (d) reduced campaign time;
  - (e) reduced campaign spending;
  - (f) exclusion from the use of the area where the misconduct occurred;
  - (g) exclusion from the use of a particular facility;
  - (h) a fine determined by the Election Commission;
  - (i) community service;
  - (j) disqualification.
166. The Election Commission, the Election Appeals Committee or the nominee of the Vice Chancellor may refer

- (a) matters covered by RCS6.1 and RCS6.2 to be dealt with by the University Student Disciplinary Tribunal in accordance with the DJP rules set out in Handbook 3: General Rules and Policies; or
- (b) any relevant matter to an affiliated organisation or committee for internal disciplinary measures.

*RCS6.1 states:*

*A Student shall not engage in any electoral misconduct. Such misconduct includes:*

- (a) a breach of the Election Regulations which regulate elections;*
- (b) a breach of regulations contained in the Candidates' Code of Conduct relating to SRC Elections;*
- (c) behaviour which constitutes a manipulation of electoral rules, voters and electoral administration.*

*RCS6.2 states:*

*The term 'office bearer' in RCS 14.2 includes a campaign manager in a student election.*

## **CHAPTER 6: AMENDMENTS**

### **Amendments to the Election Regulations**

167. Amendments to the Election Regulation must be as follows –

- (a) Any member of the University may submit proposals to the Commission.
- (b) The Commission must submit recommendations to the SRC Constitutional Committee for its consideration.
- (c) The SRC Constitutional Committee must submit its recommendations to the SRC for its consideration.
- (d) The SRC must submit its recommendations to the Student Parliament for its consideration.
- (e) The Student Parliament must submit its recommendations to the University Student Affairs Committee for its consideration.
- (f) The University Student Affairs Committee must submit its recommendations to the Council for its approval.

### **Annexures**

168. The Election Commission may not amend annexures on matters of substance but



annexures may be cosmetically changed or added to in a manner consistent with these Regulations.

**Other amendments**

169. Additional codes of conduct or protocols and documents prescribed by these Regulations may be amended by the Commission.

## ANNEXURE 1A: ELECTION COMMISSION MEMBERSHIP TABLE

### MEMBERSHIP: ELECTION COMMISSION

Status	Independent Commission	Names
<b>Composition</b>	Two (2) academic staff members nominated by Senate Nominations Committee.	
	Three (3) DSA staff members nominated by the ED: DSA	
	One (1) student nominated by the SRC	
	One (1) student member of the SRC Constitutional Committee, nominated by the SRC	
	Two (2) students nominated by the SAMC	
	One (1) student from a faculty council, nominated by a joint sitting of UASC and PASC	
<b>By Invitation</b>	A representative of the IEC, who sits in an advisory, non-voting capacity	
<b>Chair</b>	An academic staff member nominated by the Senate Nominations Committee	
<b>CEO</b>	A DSA staff member, nominated by the ED:DSA	
<b>Secretary</b>	A DSA staff member, nominated by the ED:DSA	
<b>Total Number of Members</b>	Ten (10) excluding the representative of the IEC	
<b>Quorum</b>	Six (6) members, including at least three (3) students and three (3) staff members	
<b>Voting</b>	Decision-making is by consensus. Failing this, a decision may be made by voting. Each member, including the Chair has a vote. The Chair has a deciding vote in the case of a tie.	
<b>Membership Rule</b>	No member of the Election Commission may stand for election or assist in the campaigning of a student standing for election.	
<b>Terms of Office</b>	Constituted annually for the election period	

ANNEXURE 1B: ELECTION COMPLAINTS PANEL MEMBERSHIP TABLE

**MEMBERSHIP: ELECTION COMPLAINTS PANEL**

Status	Subcommittee of the Election Commission	Names
<b>Composition</b>	One (1) academic staff member from the Election Commission	
	One (1) DSA staff member from the Election Commission	
	Two (2) students from the Election Commission	
<b>Chair</b>	The academic staff member	
<b>Secretary</b>	The DSA staff member	
<b>Total Number of Members</b>	Four (4) members	
<b>Quorum</b>	None	
<b>Voting</b>	Not applicable.	
<b>Terms of Office</b>	Constituted annually by the Election Commission from its members for the election period	

ANNEXURE 1C: ELECTION APPEALS COMMITTEE MEMBERSHIP TABLE

**MEMBERSHIP: ELECTION APPEALS COMMITTEE**

Status	Independent Committee	Names
<b>Composition</b>	One (1) academic staff member nominated by Senate Nominations Committee.	
	One (1) PASS staff member nominated by the ED: DSA	
	Two (2) students elected by at least two-thirds of a simple majority at the first quorate sitting of Student Parliament	
<b>Chair</b>	The academic staff member nominated by the Senate Nominations Committee	
<b>Secretary</b>	The PASS staff member, nominated by the ED: DSA	
<b>Membership Rule</b>	No member of the Election Appeals Committee may be a member of the Election Commission, stand for election or assist in the campaigning of a student standing for election.	
<b>Total Number of Members</b>	Four (4) members	
<b>Quorum</b>	Three (3) members	
<b>Voting</b>	Decision-making is by voting. Each member, including the Chair has a vote. In the event of a tie, the appeal will automatically be referred to the Director of the Office of the Vice-Chancellor	
<b>Terms of Office</b>	Constituted annually for the election period	

## ANNEXURE 2: ELECTION TIMETABLE

No	Activity	Details	Duration (Guideline)	SRC dates	Faculty Council dates
1.	Publication of the Election Timetable	<ul style="list-style-type: none"> <li>University-wide</li> <li>Brief/ inform faculties</li> </ul>			
2.	Appoint Election Officers	By ED:DSA or nominee	n/a		
3.	Determine and publish protocols and codes as required	Election Commission determination of values of campaign items			
		Question and Answers			
		Electronic Voting			
		Voter Education			
		Code of Conduct for Election Commission members			
		Code of Conduct for Election Officers			
		Code of Conduct for Election Assistants			
		Code of Conduct for Vote Counters and Observers			
		Procedures for constituting meetings			
4.	Election Publicity	Advertising of key dates and election activities on all campuses			
5.	Appointments by CEO or nominee	Election Assistants	n/a		
		Q&A chairpersons			
6.	Decide and Publish number and location of voting stations	By Election Commission			
7.	Information Sessions and workshops by the Election Operations Office  (Add further rows if required)	Sessions for potential candidates	1 hour		
		Campaign plan and budget info session	1 hour		
		Voter Info Sessions	1 hour		
		Election Assistant training	3-6 hours		
		Q&A Chairs training	2-4 hours		
8.	Opening of Nomination period by CEO	<ul style="list-style-type: none"> <li>Brief student advisors</li> <li><u>Availability of forms:</u> <ul style="list-style-type: none"> <li>Nominations</li> <li>Candidate Support Team Registration</li> <li>Campaign Plan and Budget</li> <li>Code of Conduct declaration</li> </ul> </li> </ul>			
9.	Close of Nomination period	Submission of forms (above) and: <ul style="list-style-type: none"> <li>Digital photo</li> </ul>			

## 2017 SRC Elections Semester 1 based on approved Election Regulations

No	Activity	Details	Duration (Guideline)	SRC dates	Faculty Council dates
		<ul style="list-style-type: none"> <li>• Manifesto</li> <li>• Logo/Slogan/Info</li> <li>• CV</li> <li>• Poster &amp; pamphlet designs</li> </ul>			
10.	Verification by Election Operations Office	<ul style="list-style-type: none"> <li>• Office checks if all nominees and nominators are registered students</li> <li>• CEO checks with USDT if nominees have sentences preventing student office</li> </ul>			
11.	Publish list of nominees				
12.	Objection to nominations		24 hours		
13.	Validation of nominations by Election Commission	<ul style="list-style-type: none"> <li>• Election Commission considers verification and objections</li> <li>• Election Committee formally approves lists of nominations</li> </ul>			
14.	Candidates' Workshop		2-6 hours		
15.	Publish Campaign Plans and Budget	Election Operations Office to publish before campaigning starts			
16.	Candidates allowed to view draft manifesto booklet before printing		24 hours		
17.	Campaigning	Campaigning starts  <u>Requirements</u> <ul style="list-style-type: none"> <li>• Election Operations Office releases manifesto booklet</li> <li>• Election Operations Office releases print media</li> <li>• Candidates distribute print media and start on-line media</li> </ul> Campaigning ends	10 days		
18.	SRC Election Launch	Upper Campus, meridian	1-2 hours	Monday	
19.	Questions and Answer sessions	Residence, evening		Monday	
		Campus, meridian		Tuesday	
		Residence, evening		Tuesday	
		Campus, meridian		Wed.	
		Residence, evening		Wed.	
		Campus, meridian		Thursday	
		Residence, evening		Thursday	
		Campus, meridian		Friday	
		Residence, evening		Friday	
20.	Voting	Voting opens	5 days		
		Voting closes			
21.	Candidates' campaign spending reports	<ul style="list-style-type: none"> <li>• Candidates submit campaign expenditure</li> </ul>		(last day of voting)	

2017 SRC Elections Semester 1 based on approved Election Regulations

No	Activity	Details	Duration (Guideline)	SRC dates	Faculty Council dates
		and receipts			
22.	Vote Counting				
23.	Election Commission Campaign Spending Report	<ul style="list-style-type: none"> <li>Election Commission compiles and publishes a comprehensive Campaign Spending report, based on its analysis of information submitted by candidates</li> </ul>			
24.	Publish Provisional Results and percentage poll attained				
25.	Objections to Campaign spending report and provisional results	Concurrent objection period	24 hours		
26.	Declaration of Final results				
27.	Other Reports	Complaints Summary Report			
		Election Commission Report, including recommendations			
		Election Operations Office report			
28.	Constituting Meetings	SRC			n/a
		Commerce		n/a	
		Engineering and Built Environment			
		Health Sciences			
		Humanities			
		Law			
		Science			

**Approved by the Election Commission**

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

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

Chairperson

### ANNEXURE 3: GUIDELINE TO CONTRAVENTIONS AND SANCTIONS

This Annexure is a guide to the imposition of the sanctions that may be issued. . Not all contraventions of the Regulations are covered in the table. Mitigating and aggravating circumstances and the nature of the contravention must be considered when a sanction or combinations of sanctions are issued.

Verbal warning or reprimand	For any minor contravention having little impact on the integrity of the election.
Written warning	For any contravention having little impact on the integrity of the election.
Reduced campaign time	For any contravention relating to campaigning or the Question and Answer sessions, including (but not limited to) early campaigning, prohibited conduct relating to campaigning, failing to submit campaign plans and seeking and receiving assistance from external or third parties.
Reduced campaign spending	For any contravention relating to the management of a campaign, including (but not limited to) early campaigning, prohibited conduct relating to campaigning, failing to submit campaign plans and seeking and receiving assistance from external or third parties.
Fine	For any contravention, as a punitive measure and/or to cover costs incurred by the Elections Commission in addressing misconduct of the candidate.
Disqualification from voting	For any serious contravention of these Regulations by a voter.
Disqualification from standing for election	For any of the following contraventions: <ul style="list-style-type: none"> <li>• Undermining the electoral process</li> <li>• A serious and blatant violation of any rule</li> <li>• Repeat contraventions</li> <li>• Undue influence</li> <li>• Fraud</li> <li>• Failure to declare major campaign plans</li> <li>• Failure to submit campaign spending report</li> <li>• Failure to abide by rulings of the Election Commissions or any appeals structure</li> </ul>



ANNEXURE 4A: NOMINATION FORM FOR SRC ELECTIONS

***New forms with the relevant annexures have been designed for the 2017 elections. Available from [Edwina.Brooks@uct.ac.za](mailto:Edwina.Brooks@uct.ac.za)***