

CONVOCATION AGM 2021: 19 NOVEMBER 2021

NOMINATION PROCEDURE and TIMELINES

1. **NOMINATIONS OPEN:** Nominations for the categories of (a) President, (b) two (2) Convocation representatives to Council and (c) six (6) Convocation members to Convex, will be invited from members of the Convocation from **Monday 11 October 2021**, and will be open during the period 11 October 2021 to 5 November 2021 at 16h30 (inclusive).

Please see the document titled: **ELIGIBILITY FOR ELECTION TO THE CONVEX**, as the EXECUTIVE COMMITTEE OF CONVOCATION.

2. The Nomination procedure and election timeline will be emailed to all Convocation members on their duly recorded email address(es) held on file. Nomination forms may also be downloaded from the University website.
3. Nominations and acceptance thereof by members of Convocation for the office of President, the Convocation representatives to Council and Convocation members to Convex, must be in writing, on the duly prescribed form, and be directed to the Registrar on email address convocationagm2021@ukzn.ac.za, on or before the date and time specified (5 November 2021 at 16h30).
4. Reciprocal nominations are allowed. A proposer can nominate more than one candidate (one nomination accepted per submission), and a nominee may be nominated by more than one proposer, although each nominee will be counted as ONE nomination for the purpose of voting. Nominees may be nominated for more than one category, again per single nomination, per proposer for each category.
5. Self-nomination is not permitted. Both the proposer and the nominee are to sign the prescribed nomination form, confirming their nomination and acceptance thereof respectively, further confirming that they are members of Convocation, and understanding the notes as included in the nomination form. When emailing the nomination form to convocationagm2021@ukzn.ac.za, both parties, nominee and nominator have to be included in the CC: email address line. The nominated member must include a brief motivation in their acceptance of nomination as per the nomination form. A maximum of 100 words are allowed for the motivation. Only the first 100 words will be used in the notice of nominations received, during the voting process.
6. **NOMINATIONS CLOSE:** Duly completed nominations, on the prescribed form, must be submitted electronically to email address convocationagm2021@ukzn.ac.za by no later than **16h30 on Friday 5 November 2021**. No late nominations will be accepted, and no excuse for late nominations, including network issues or load shedding, will be accepted. No nominations will be permissible or accepted from the floor during the AGM, or via any other email address.
7. **WITHDRAWAL OF NOMINATION:** Nominated candidates may withdraw their candidature by notice in writing and signed by the candidate. Such a notice of withdrawal must be sent to the Registrar on convocationagm2021@ukzn.ac.za to reach the Registrar by no later than **23h59 on Sunday 14 November 2021**. A candidate who has withdrawn their nomination shall not be allowed to cancel their withdrawal.
8. **VETTING OF NOMINATIONS:** Vetting and confirmation of nominations will take place during the period 8 November 2021 and Wednesday 10 November 2021. Late, incomplete nomination forms and/or nomination and acceptance thereof by non-UKZN Convocation members will be discarded, as will all nomination forms not submitted via the official nomination email address convocationagm2021@ukzn.ac.za. The decision of the Registrar, as Statutory Secretary of Convocation, shall be final, and no correspondence will be entered into.

9. **Voting, via online means, on 17 November 2021 by convocation members registered for the AGM**, will include all positions where more than the requisite number of nominations are received for the category/position(s). I.e.: If there are more valid nominations than vacancies, on-line voting for the category/position(s) will be set up. (President x 1; Convocation members on Council x 2 (who also then serve on Convex); Convex members x 6).
10. **CAMPAIGNING BY NOMINEES:** Nominated members may campaign through their personal social media platforms from Saturday 13 November 2021, after the list of nominations has been published, until the close of voting on Wednesday 17 November 2021. Any nominated candidate who uses the UKZN logo, brand, database(s) including UKZN or Convocation email mailing lists or groups, will be disqualified from the process.

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