

NOTICE TO ALL PERMANENT SUPPORT STAFF OF THE NORTH-WEST UNIVERSITY

Invitation to permanent members of the support staff of the North-West University to nominate and elect ONE Institutional Forum member in terms of paragraph 22(1)(f) of the NWU Statute

The first term of Mr Lourens Kruger has expired on 31 July 2018.

Permanent members of the support staff are hereby invited to nominate ONE member from the ranks of the permanent support staff of the University to be elected to serve on the **Institutional Forum** of the NWU.

Institutional Forum members in this category have to be permanent support staff members¹ in the normal sense of the word "permanent", i.e. appointed without any other end date than normal retirement, resignation or death. For the same reasons those persons must be nominated and elected by permanent support staff members of the NWU.

The following procedure will be applied:

- Upon this written invitation the permanent support staff may nominate eligible persons for election to membership of the Institutional Forum in this category before the date indicated below.
- Every nomination must be signed by a proposer and two further persons, all of whom must be permanent members of the support staff. No person may sign the nomination of more than one person whether as proposer or as seconder.
- Nominations that do not meet the requirements, are incomplete or received late, will be disregarded. Scanned nominations and sent via e-mail are acceptable.
- In the event that the number of valid nominations received equals the number of vacancies, the nominee or nominees are deemed to have been duly elected.
- The nomination process will be followed by an election if more than one valid nomination is received.
- The process of nomination, election and designation of members of the Institutional Forum would be fully audited by the NWU Internal Audit before the outcome be submitted to the Institutional Forum for ratification.
- The staff lists applicable on the day of announcement for the call of nominations was made would prevail in terms of allowing persons to participate in the nomination and election process.
- A recent, abridged CV of the nominee must be included (maximum one A4 page, 1,5 spacing);

Proposers, seconders and nominees must take cognisance of the following important best practice provisions:

1. In the process of nomination and election due consideration should be given to gender and race.
2. members of the Institutional Forum must be persons with knowledge and insight with a strong institutional focus and an extended interest in the NWU;
3. members nominated must be able to participate in the deliberations of the Institutional Forum in the best interests of the NWU;
4. no person who is a member of the Institutional Forum in terms of the Statute in any other category may be nominated for the Institutional Forum in this category; and
5. a member from Institutional Forum who retires by effluxion of time is eligible for election for a second term (a term is a period of three years).

Written nominations in the format provided can be submitted until **13:00 on Friday, 24 August 2018**.



PROF M VERHOEF
REGISTRAR

¹ For purposes of participating in this election process, an eligible employee is a permanent employee (has no service end date other than retirement) and any other employee who has a contract of employment with the University for more than three months. To be eligible for nomination in this election process, an employee must still have a contract of employment for 3 years or more, as the nominee must be able to serve a full term on the Institutional Forum



Nomination of ONE permanent member of the support staff of the North-West University as Institutional Forum member in terms of paragraph 22(1)(f) of the NWU Statute

Proposer

I,university number,

a permanent support staff member of the North-West University, hereby nominate

.....

to be elected as a member of the Institutional Forum of the North-West University.

Signature

Seconders

Two seconders, who are permanent support staff members of the North-West University themselves:

1. Name.....Signature.....

University number

2. Name.....Signature.....

University number

Nominee

I, university number,

the nominee and a permanent support staff member, hereby accept the nomination to be elected as a member of the Institutional Forum of the North-West University.

A recent, abridged CV (maximum one A4 page, 1,5 spacing) is attached.

Signature Date

The completed form must reach the Secretariat of the IF by email (CIGS-elections@nwu.ac.za) , by no later than
13:00 on 24 August 2018.

17 July 2018

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