

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

Invitation to permanent members of the support employees of the North-West University to nominate and elect **THREE Institutional Forum** members in terms of paragraph 23(1)(f) of the NWU Statute

Two vacancies exist due to the effluxion of time for Mr Leroux Malan and Mr Pulahela Mahoko's positions on the Institutional Forum (IF) from the ranks of the support employees.

The first term of Mr Nkosinathi Tom will end on 23 March 2024. To ensure continuity in the functioning of the IF, nominations for the filling of this imminent vacancy are also invited. Mr Tom is eligible for a second term.

Permanent members of the support employees are hereby invited to nominate **THREE members** from the ranks of the permanent support employees of the University to be elected to serve on the IF of the NWU.

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 IF (this is linked to the terms on the IF that is three years).

The following procedure will be applied:

1. Upon this written invitation the support employees may, before the date indicated below, nominate suitably qualified members on a nomination form prescribed by the Registrar, to be signed by the proposer and seconded by two support employees, and signed by the nominee (who all are permanent members of the support employees). In terms of King IV, the following compulsory documentation must accompany the nomination :
 - a. Professional profile (abbreviated CV);
 - b. A statement confirming that the nominee has sufficient time available to fulfil the responsibilities as member of the governing body;
 - c. Permission that a background check could be done;
 - d. Details of current professional commitments, also indicating possible conflicts that may arise in future. The declaration of interest as submitted on the NWU DIY portal will form part of the nomination documentation; and
 - e. A statement by the nominee not exceeding 50 words regarding his or her objectives if elected.
2. The nomination form and accompanying documentation must be submitted to the Registrar on or before the date indicated below at the following Nextcloud address:
<https://nextcloud.nwu.ac.za/index.php/s/MM3n6gWz2P7Kdnx>
3. Nominations that do not meet the requirements, are incomplete or received late, will be disregarded;
4. Under the supervision of the Registrar, the election of the required number of members from among the nominees by a majority takes place by secret ballot according to an electronic electoral system.
5. 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.
6. The process of nomination, election and designation of members of the IF would be fully audited by the NWU Internal Audit before the outcome be submitted to the Institutional Forum for consideration and ratification.
7. 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.

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

1. No person may sign the nomination of more than one person, whether as proposer or as seconder;
2. In the process of nomination and election due consideration should be given to gender, race and the multi-campus nature of the University.
3. Members nominated must be persons with knowledge and insight with a strong institutional focus and an extended interest in the NWU and 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 **27 February 2024**.

PROF M VERHOEF
REGISTRAR

2024.02.13