

RULES FOR THE NOMINATION, ELECTION, DESIGNATION AND APPOINTMENT OF SENATE MEMBERS

Against the background of the vision to discover new frontiers and opportunities that benefit society, thereby advancing our relevance and impact, the Senate of the North-West University ("NWU", "the university") adopted this policy on 20 August 2026.

1 Interpretation and application

These rules must be interpreted and applied in a manner consistent with the:

- 1.1 Constitution of the Republic of South Africa, 1996;
- 1.2 Higher Education Act, No 101 of 1997 ("the Act"), and
- 1.3 Statute of the North-West University (2026) ("the Statute").

2 Policy statement

- 2.1 It is the policy of the North-West University (NWU) to provide for a consistent set of guidelines and rules to manage the procedures for the nomination, election, designation and appointment of Senate members in accordance with the provisions in the Statute.
- 2.2 The selection of persons for the nomination, election, designation and appointment must be done with sensitivity for the need to achieve an appropriate balance in the composition of the Senate regarding race, gender, disability as well as knowledge and experience relevant to the purpose and objects of the Senate, and with due regard to the multi-campus nature of the NWU and the Registrar may request constituencies to take into account the agreed-upon requirements to ensure the realisation of an optimal diversity balance.
- 2.3 In accordance with section 28(4) of the Act, the majority of the members of the NWU Senate are academic employees.

3 General

- 3.1 The term of office of an elected member of Senate is three (3) years.
- 3.2 The term of office of an office bearer is aligned with the employment contract of the relevant office bearer.
- 3.3 No member of the Senate sitting in a category provided for in paras 14(1)(a), (c), (d), (e), (f), (g), (h), (i), (j), (k), (l), (m), (n) of the Statute is eligible for nomination, election, designation or appointment in another category.
- 3.4 Members elected in accordance with paras 14(1)(j), (k) and (n) are eligible to be elected to serve for one subsequent term of three (3) years.
- 3.5 The Registrar is the electoral officer for the election of the members contemplated in para 14(j) to (n) of the Statute, who may acquire the support of NWU Corporate Services for the execution of all the

processes concerning the documentation, nomination and administration needed for the nomination, election, designation and appointment of Senate members.

- 3.6 Where a nomination for membership of the Senate is required, such nomination must be submitted on the electronic electoral system and must be accompanied by documentary motivation and proof, as prescribed by the Registrar, on or before the time and date determined by the Registrar.
- 3.7 No person who nominates a candidate for election, designation or appointment as a member of Senate may sign the nomination form of more than one nominee, whether as proposer or as seconder.
- 3.8 The process of nomination and election of members of Senate must be audited by NWU Internal Audit before the outcome is submitted to the Senate.

4 Office bearers

- 4.1 The membership of the following office bearers is in accordance with the contract of employment of the respective employees:
 - 4.1.1 Vice-Chancellor (para 14(1)(a))
 - 4.1.2 Vice-Principal (para 14(1)(b))
 - 4.1.3 Deputy Vice-Chancellors (para 14(1)(c))
 - 4.1.4 Registrar (para 14(1)(d))
 - 4.1.5 Executive Directors and the Chief Financial Officer (para 14(1)(e))
 - 4.1.6 Executive Deans (para 14(1)(f))
 - 4.1.7 Deputy Deans (para 14(1)(g))
 - 4.1.8 Deputy Registrar (para 14(1)(h))
 - 4.1.9 Chief Director of the NWU Business School (para 14(1)(i))

5 Forty Senate members elected by the academic employees in faculties (para 14 (1)(j))

- 5.1 The following categories of membership elected in each of the faculties constitutes the composition of the academic employees contemplated in para 14(1)(j):
 - 5.1.1 Full professor (16),
 - 5.1.2 Associate professor (8),
 - 5.1.3 Senior lecturer (8), and
 - 5.1.4 NRF-rated researcher (8).
- 5.2 A person falling within the definition of “academic employee” in para 1 of the Statute is eligible to be nominated and to vote in the election of Senate members in the category contemplated in para 14(1)(j) of the Statute.
- 5.3 In the event of an imminent vacancy in the membership of a member of Senate contemplated in para 14(1)(j) of the Statute by the effluxion of time, the Registrar notifies all academic employees in the relevant faculty in time for the filling of the imminent vacancy by the time of the next ordinary or extraordinary meetings of the relevant faculty board for recommendation to the Senate before the expiry of the term of office.
- 5.4 In the event of such vacancy occurring before the expiry of the term of office, the Registrar notifies all academic employees in time for the filling of the vacancy by the time of the next ordinary or extraordinary meetings of the relevant faculty board for recommendation to the Senate.
- 5.5 In the notification of the Registrar all academic employees of the relevant faculty are invited to nominate suitably qualified members on a nomination form prescribed by the Registrar on the electronic electoral system, to be signed by the nominee, the proposer and two seconders.

- 5.6 The nomination form must be submitted on the electronic electoral platform on or before a date determined by the Registrar, accompanied by an electronic signature as written acceptance of the nomination.
- 5.7 The Registrar announces, as soon as possible after the closing date, the names of all persons who were validly nominated to the members of the relevant faculty board and all academic employees who are entitled to vote.
- 5.8 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 on an electronic electoral system.
- 5.9 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 Two Senate members elected by support employees (para 14(1)(k))

- 6.1 A person falling within the definition of “support employee” in para 1 of the Statute is entitled to vote in the election of Senate members in the category contemplated in para 14(1)(k) of the Statute.
- 6.2 In the event of an imminent vacancy or vacancy in the membership of a member of Senate from the ranks of support staff by the effluxion of time, the Registrar notifies all support employees entitled to vote in this category in time for the filling of the vacancy at the last ordinary meeting of the Senate before the expiry of the term of office.
- 6.3 In the event of such vacancy occurring before the expiry of the term of office, the Registrar notifies all support employees entitled to vote in this category in order to have the vacancy filled as soon as possible.
- 6.4 In the notification of the Registrar all persons entitled to vote in this category are invited to nominate suitably qualified support employees on a nomination form prescribed by the Registrar on an electronic electoral system to be signed by the nominee, a proposer and two seconders.
- 6.5 The nomination form must be submitted on the electronic electoral platform on or before a date determined by the Registrar, accompanied by an electronic signature as acceptance of the nomination.
- 6.6 The Registrar announces, as soon as possible after the closing date, the names of all persons who were validly nominated to all support employees who are entitled to vote.
- 6.7 Under the supervision of the Registrar, the support employees entitled to vote elect, by a majority and by secret ballot taken on an electronic electoral system determined by the Registrar, the required number of members from among the nominees.
- 6.8 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.

7 Four Senate members designated by the SRC of whom one must be the SRC chairperson and one from each SCC (para 14(1)(l))

- 7.1 Following the annual designation of the members of the SRC in terms of para 27(2) of the Statute and the designation of its office-bearers contemplated in para 29(1) of the Statute, the Registrar notifies the chairperson of the SRC in writing that the SRC is required in terms of para 28(2) of the Statute to designate, as soon as possible, four of its members (the SRC chairperson and one from each of the SCCs) to serve on the Senate during the term of office of the SRC in accordance with para 14(1)(l) of the Statute.
- 7.2 The chairperson of the SRC is required to cause, in accordance with the provisions of the SRC constitution, the designation of the four members contemplated in 7.1 and to provide the Registrar with the names of the designees.
- 7.3 A designated member of the SRC serves as member of the Senate for one year, but if such a member ceases to be a member of the SRC prior to the completion of the term, another member must forthwith be designated by the SRC to serve as a member of Senate for the remainder of the term.

8 Two Senate members designated by Council of whom one must be the chairperson of council or his/her delegate and one other external member of council (para 14(1)(m))

- 8.1 In the event of a vacancy in the membership of a member of Senate contemplated in para 14(1)(m) of the Statute whether by the effluxion of time or before the expiry of the term of office of a Council member in this category, the Registrar notifies the executive committee of Council (in its capacity as membership committee) that the Council is required in terms of para 13(1) of the Statute to elect an external member of Council to serve as a member of Senate in accordance with section 28(2)(e) of the Act.
- 8.2 In line with its mandate as membership committee, the executive committee recommends a suitably qualified Council member for appointment by Council.

9 Eight academic employees co-opted on the recommendation of Senate standing committees (para 14(1)(n))

- 9.1 One academic employee from each of the eight faculties of the NWU who is understood within the definition of “academic employee” in para 1 of the Statute and who meets the requirements stipulated in para 14(1)(n) of the Statute, is entitled to be co-opted as a Senate member in the category contemplated in para 14(1)(n).
- 9.2 For this category of Senate membership, in the context of para 14(1)(n) of the Statute, nominated academic employees must:
- 9.2.1 Fall within the category of junior lecturer or lecturer;
- 9.2.2 Be no older than 40 years of age at the time of nomination; and
- 9.2.3 Fall within the definitions of designated groups in terms of the NWU Employment Equity Plan.
- 9.3 In the event of an imminent vacancy or vacancy in the membership of a member of Senate contemplated in para 14(1)(n) of the Statute whether by the effluxion of time or before the expiry of the term of office of a Senate member in this category, the Registrar notifies the relevant faculty that a suitably qualified academic employee is to be elected to be co-opted by Senate in this category.
- 9.4 In the notification of the Registrar all academic employees of the relevant faculty are invited to nominate suitably qualified members on a nomination form prescribed by the Registrar on the electronic electoral system, stating clearly the requirements for nomination in accordance with para 14(1)(n), to be signed by the nominee, a proposer and two seconders.
- 9.5 The nomination must be on the electronic electoral system on or before a date determined by the Registrar, accompanied by an electronic signature as acceptance of the nomination.
- 9.6 The Registrar announces, as soon as possible after the closing date, the names of all persons who were validly nominated to the members of the relevant faculty board and all academic employees in the faculty.
- 9.7 Under the supervision of the Registrar, the academic employees entitled to vote elect, by a majority and by secret ballot taken on an electronic electoral system determined by the Registrar, the required number of members from among the nominees.
- 9.8 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.

10 Process of nomination and election of Senate members

10.1 Eligibility to participate in the process:

- 10.1.1 To be eligible for nomination in an 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 Senate (this is linked to the terms on Senate that is three years).
- 10.1.2 For the purposes of participating in an 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.

10.2 Nomination process

- 10.2.1 A call for nominations goes out indicating the prescribed process, the form to be completed and submitted with the accompanying documents on the electronic electoral platform, and the due date for submission.
- 10.2.2 Incomplete forms and late submissions are regarded invalid.
- 10.2.3 The staff lists applicable on the day of the announcement for the call of nominations, would prevail in terms of allowing persons to participate in the nomination and election process.
- 10.2.4 Upon completion of the nomination process, the Registrar or his/her delegate will inform the relevant faculty board of the outcome of each nomination process with the request to note the nominations and to confirm by official resolution the transparency and fairness of the process that had been followed.
- 10.2.5 Upon feedback from the relevant faculty board, the Registrar will inform SENEX (in its capacity as Senate membership committee) of the outcome of the nomination process before commencing on the election process. (In the instance that the matter could not be dealt with at an ordinary meeting of SENEX, the request for a special SENEX meeting will be convened.)
- 10.2.6 In the instance that the faculty board and SENEX have indicated the need for a follow-up nomination process, one further round will be administered, and the outcome thereof will be reported to the relevant faculty board and Senex.
- 10.2.7 If the requisite nominations were not received after the first round of the nomination process, the Registrar may initiate one further round of nominations.
- 10.2.8 Should the requisite number of nominations still not be achieved after the second round of nominations, SENEX will indicate if further rounds of nominations should be done.
- 10.2.9 All nominations are audited by Internal Audit and reports from Internal Audit serve at faculty boards and the SENEX for confirmation.

10.3 Election and voting process

- 10.3.1 Under the supervision of the Registrar, the election of the required number of members from among the valid nominees by a majority takes place on an electronic electoral system.
- 10.3.2 The staff lists applicable on the day of the announcement for the call of nominations, would prevail in terms of allowing persons to participate in the election process.
- 10.3.3 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.
- 10.3.4 The voting process will be fully audited by the NWU Internal Audit, and the outcome reported to the faculty Board and the SENEX for noting and confirmation of compliance with the relevant rules.

10.4 Notification to Senate

A report from SENEX on the outcome of the nominations and elections will serve at a subsequent ordinary meeting of Senate for confirmation.

11 Governing and management of the requisite diversity profile of Senate

- 11.1 The executive committee of Senate (SENEX) fulfils the role to act as a membership committee of Senate.
- 11.2 In its capacity as membership committee of Senate, SENEX agrees on the appropriate balance of diversity (race, gender, disability) as well as knowledge and experience relevant to the purpose and objects of these structures and with due regard to the multi-campus nature of the NWU and suggests accordingly once per annum (at the last meeting of the year) to Senate the required diversity and skills matrix.
- 11.3 The agreed-upon skills and diversity matrix is reported to constituencies at the announcement of each vacancy in Senate.
- 11.4 The announcement of imminent vacancies is done six months prior to the ending of membership.

- 11.5 The Registrar informs the SENEX (in its capacity as Senate membership committee) of the outcome of each nomination process before the commencement of the election process in respect of vacancies to be filled in respect of paragraph 14(1)(j) to (n) of the Statute.
- 11.6 Upon resolution by SENEX, the Registrar, after consultation with the relevant executive dean, may commence with one further round of nominations in the instance that the requisite diversity criteria had not been met, after which the election process would commence.
- 11.7 In order to ensure due account to the multi-campus nature of the NWU in the calculation of the election outcome, the following standardisation formula is utilised by Internal Audit:

The application of a standardisation method by determining a composition factor and to distribute the weight of the factor to the voters, followed by the adjustment of the actual votes by the standardisation factor.

A = Voter population (academic employees in the faculty). B = Number of voters per campus.

C = Percentage of voters per campus.

D = Inverse of C and the weight of a vote from the particular campus. For example, this means that a vote from the Mahikeng Campus (.714) will weigh more than a vote from the Potchefstroom Campus (.548).

A final calculation is then made to add the standardised votes for each candidate based on the campus of the voter.

For example: Take the campus composition in terms of the number of academic employees for the faculty participating in the election.

Campus	Count (B)	COMPOSITION FACTOR (C)=(B/A)	STANDARDIZATION FACTOR (D)=1-(C)
Mahikeng Campus (MC)	105	0,285326087	0,714673913
Potchefstroom Campus (PC)	166	0,451086957	0,548913043
Vanderbijlpark Campus (VC)	91	0,263586957	0,736413043
Total number of voters = (A)	368	1	2

- 11.8 SENEX may from time to time re-consider the application of the standardisation formulae.

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