

DIRECTIVE FROM THE SAEF FOR ELECTION PROCEDURES FOR PROVINCIAL AND DISTRICT FEDERATIONS.

DIR 02/2021

This document ONLY APPLIES to the election of the PROVINCIAL AND DISTRICT SAEF FEDERATIONS. The SAEF EXCO are held in terms of the SAEF Constitution.

The following guidelines and timelines must be used for any elections of The Federations listed above.

1. GENERAL

1.1. To the extent that there is a conflict between the Provincial and/or District SAEF Federation Constitution and this Directive – the provisions of this Directive shall apply.

1.2. The Members of the Provincial SAEF Federations are the Ordinary Members, Associate Members and Athletes Commission. The Ordinary Members of the Provincial SAEF Federations are the active District Federations and Discipline Associations within that Province.

1.3. The Members of the District SAEF Federations are the Ordinary Members, Associate Members and Athletes Commission. The Ordinary Members are the relevant SAEF approved Clubs within that District.

1.4. The Electoral Officer for any election shall be chosen by the Membership of the Provincial and/or District SAEF Federation.

1.5. Voting on Election Day should preferably be conducted in person (unless otherwise stipulated in this Directive). Where voting cannot be conducted in person special permission must be sought from the appointed Electoral Officer. This permission must not be reasonably withheld and can be obtained from the Electoral Officer at any stage prior to the Election Date. Any request for such permission must be supported with the reasons why the elections

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cannot be held in person. It must be clearly stated on the Election Notice that the elections will be in person or virtual and that the required permission has been obtained. If the manner in which the elections will be held (i.e., in person or virtual) changes after the Election Notice has been sent out a further Notice advising of this change must be sent out to all Ordinary Members.

1.6. All Candidates nominated for any position within any of the structures discussed below, must be over the age of 18 and must be a member in GOOD STANDING of a SAEF approved Club, Discipline Association and the SAEF. The Candidate must also reside within the relevant District or Province where he/she is being nominated.

1.7. In terms of the White Paper on Sport and Recreation for the Republic of South Africa, 2012 ("the Sports White Paper"), a Club is defined as "an association of two or more people united by a common interest, in this case sport and recreation. In the sports sector a club provides a structured, constituted base for participation in sport and serves as a vehicle for long term participant development as well as mentorship programmes to cater for high performance." Several Discipline Associations have, in their Constitutions, determined a minimum number of members that a Club has to have before it is recognised as a Club for the purposes of that Discipline. This is not ideal as it limits participation of certain Clubs within the Discipline Association structures and does not fall in line with the Principles of the White Paper.

1.8. In line with the White Paper, a Club -with two or more active Members (i.e., athletes not officials or administrators) is recognised for voting and nominating purposes in terms of this Directive.

1.9. This Directive into effect on 10 April 2021. All Elections held after this date will be held in terms of this Directive.

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2. PROVINCIAL SAEF FEDERATION ELECTIONS

2.1. Any Member (see paragraph 1.2 above) in GOOD STANDING may nominate a Candidate for any available Position on the Provincial SAEF Federation as per the Election Notice.

2.2. All Nominations Forms (N1) must be signed by the nominator (i.e., the Member nominating the Candidate) the Candidate (nominee) and the nomination must be seconded by a second Member. The Club and the Discipline Association, where the Candidate is registered must confirm – on the Nomination Form – that the Candidate is a member of that Club, the relevant Discipline Association and the SAEF.

2.3. All completed Nomination Forms (N1) are sent to the Provincial SAEF Secretary or Treasurer, who will ensure that a record is kept of all nominations received and the Positions for which the Candidates are nominated. The Electoral Officer may, at any stage, inspect all Nomination Forms (N1) in relation to any Election discussed in this Directive.

2.4. Any Candidate may be nominated for more than one available Position. Should that Candidate be elected for the highest position nominated for, all other nominated Positions for such Candidate, will fall away.

2.5. Should the Candidate not be elected for the highest position nominated for, then the election for such a Candidate continues down the line of nominated positions as long as the Candidate was properly nominated for such Positions.

2.6. Nomination process and timelines are as follows:

2.6.1. No less than 60 (sixty) days or more than 90 (ninety) days (depending on provincial or district constitution) before the Election date, the Provincial SAEF Federation Secretary or Treasurer shall send an Election Notice, including the Nomination Form (N1) to its Members and

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its Exco Members (Call for Nominations). The Election Notice shall contain information regarding the available Positions on Exco, the date, time and place of the Elections, the name and contact details of the Electoral Officer, and an extract of the provisions of the Constitution relating to Elections.

2.6.2. All completed Nominations Forms and a brief Curriculum Vitae of the Candidate must be received by the appointed Electoral Officer not less than 30 days prior to the Elections.

2.6.3. At least 25 (twenty-five) days prior to the Election Date, the Secretary or Treasurer of the Provincial SAEF Federation shall send to every Member and Exco Member of that Province a list of nominations received and the position for which that Candidate was nominated.

2.6.4. If there is more than one Candidate nominated for the available Position on the Provincial SAEF Federation, the Candidate will be elected separately by secret ballot.

2.6.5. The Candidate with a majority vote will be appointed to that Position. If there is no majority winner after the first round, the candidate with the least number of votes will drop out of the Elections. If there are two Candidates in the last place, both Candidates are removed from the list. This process continues until there is an outright winner.

2.7. Any unsuccessful Candidate shall not be passed to any other position unless such a candidate was nominated for that Position also.

2.8. It is to be noted that the outgoing Executive of the Provincial SAEF Federation has no voting rights at the Elections.

2.9. If there is a tie after the election, then a second ballot will be held. If there is still a tie after this second ballot, the Electoral Officer will draw the name of the winner from a hat (as per SASCOC Constitution, Clause 12.18 until Clause 12.20).

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3 DISTRICT SAEF FEDERATION ELECTIONS

3.1. Every Club in the relevant District, which is in good standing with the SAEF may nominate a Candidate for any available Position on the District Federation.

3.2. A Candidate can be Nominated for more than one available Position. Should the Candidate be elected for the highest available position all other nominated positions fall away. Should he/she not be elected for the highest position nominated for, such a Candidate continues down the line of available Positions nominated for.

3.3. All Club Nominations Forms (CN1) must be signed by the nominator (i.e., the Club nominating the Candidate) and the Nominee (Candidate). The SAEF must confirm that the Nominating Club is registered with the SAEF. The Candidate's registered Club must confirm – on the Club Nomination Form – that the Candidate is a member of that Club, a Discipline Association and the SAEF.

3.4. All completed Club Nomination Forms (CN1) are sent to the District Secretary or Treasurer, who must ensure that a record is kept of all nominations received and for which Positions the Candidates are nominated. The Electoral Officer may, at any time, request to inspect all Club Nomination Forms (CN1) received by that District in relation to any Election discussed in this Directive.

3.5. Nomination process and timelines are as follows:

3.5.1. No less than 60 (sixty) days or more than 90 (ninety) days before the Election date, the District SAEF Federation Secretary or Treasurer shall send an Election Notice, including the Club Nomination Form (CN1) to its Members (the Clubs within its District) and its Exco Members (Call for Nominations). The Election Notice shall contain information regarding the available Positions on Exco, the date, time and place of the Elections, the name and contact details of the Electoral Officer, and an extract of the provisions of the Constitution relating to Elections.

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3.5.2. All completed Club Nominations Forms and a brief Curriculum Vitae of the Candidate must be received by the appointed Electoral Officer not less than 30 days prior to the Elections.

3.5.3. At least 25 (twenty-five) days prior to the Election Date, the Secretary or Treasurer of the District SAEF Federation shall send to every Member and Exco Member of that District a list of nominations received and the Position(s) for which that Candidate was nominated.

3.5.4. If there is more than one Candidate nominated for the available Position on the District SAEF Federation, the Candidate will be elected separately by secret ballot.

3.5.5. The Candidate with a majority vote will be appointed to that Position. If there is no majority winner after the first round, the candidate with the least number of votes will drop out of the Elections. If there are two Candidates in the last place, both Candidates are removed from the list. This process continues until there is an outright winner.

3.6. Any unsuccessful Candidate shall not be passed to any other position unless such a candidate was nominated for that Position also.

3.7. It is to be noted that the outgoing Executive of the District SAEF Federation has no voting rights at the Elections.

3.8. If there is a tie after the election, then a second ballot will be held. If there is still a tie after this second ballot, the Electoral Officer will draw the name of the winner from a hat (as per SASCOC Constitution, Clause 12.18 until Clause 12.20).

Regards



Sharlene Venter
Acting Secretary General SAEF

Date: 10 April 2021

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