
CONVOCATION ELECTION RULES

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1. PREAMBLE

- 1.1. The Convocation of the Cape Peninsula University of Technology (CPUT) is a structure of the University, accountable to Council and plays a vital role in the life of the University. The Convocation is committed to the provisions of the Higher Education Act, the CPUT Statute, Institutional Rules, and the University's prevailing Policies to promote the interests of the University in pursuit of the principles, functions and objectives outlined herein.
- 1.2. These rules must be read in conjunction to the Higher Education Act, CPUT Statute, the Convocation Constitution.
- 1.3. This document sets out the rules and procedures governing the election of the President and the members of the Convocation Executive Committee (Convex). These election rules are fundamental in upholding a transparent, ethical, and credible electoral process. By adhering to the CPUT Statute, Convocation Constitution and institutional policies, these rules foster fairness, accountability, integrity, and confidence in the democratic selection of leadership.
- 1.4. Clear and well-defined election rules not only safeguard the legitimacy of the process but also reinforce the principles of good governance, inclusivity, and institutional continuity. Through these rules, the Convocation reaffirms its commitment to democratic participation and the responsible administration of its affairs, ensuring that all members are afforded an equal and fair opportunity to contribute to the leadership and direction of CPUT.

2. GENERAL PRINCIPLES

- 2.1. All elections shall be conducted in accordance with the following principles:

- 2.1.1. Fairness, transparency, and integrity.
- 2.1.2. Non-discrimination and equal opportunity for all eligible candidates.
- 2.1.3. Democratic participation of eligible members.
- 2.1.4. Confidentiality of votes and secure election processes.

3. ELIGIBILITY TO VOTE

- 3.1. All members of the Convocation as defined in the Convocation Constitution under **clause 7** shall be eligible to vote.
- 3.2. The Convocation Roll maintained by the Registrar shall be the official voters' roll.
- 3.3. Members are required to keep their contact information current. They must promptly inform the Registrar of any updates to ensure they receive all convocation communications and remain eligible to participate in elections.

4. ELIGIBILITY TO STAND FOR ELECTION

- 4.1. Only members of the Convocation, as defined in the Convocation Constitution, who fulfil the requirements for the nominated position shall be eligible for nomination.
- 4.2. To be eligible for nomination as **President of the Convocation**, a candidate must:
 - 4.2.1. Have obtained their first qualification at the CPUT/PENTECH or CAPE TECH at least ten (10) years before the nomination date.
 - 4.2.2. Not be a current student, nor have been continuously enrolled as a student for at least five (5) years prior to nomination.
 - 4.2.3. Not be employed by the University.
 - 4.2.4. Have been a member of the Convocation for a minimum of ten (10) years.

- 4.3. For members of the **Convocation Executive Committee (Convex)**:
- 4.3.1. Candidates must have graduated at the CPUT/PENTECH or CAPE TECH at least five (5) years prior to nomination.
 - 4.3.2. The following categories require election by the Convocation:
 - 4.3.2.1. Five members are elected from among those who are neither Employees, Academic Employees, nor Students of the University, ensuring external representation.
 - 4.3.2.2. Two internal members are elected from among Convocation Members, and these candidates may be either Employees or Students of the University.
 - 4.3.2.3. Two full-time Academic Employees designated by the Convocation.

5. NOMINATIONS PROCESS

5.1. Nomination of the President

- 5.1.1. Whenever the Convocation is required to elect a President who will also be the person elected to serve on the CPUT Council, the office of the Registrar shall invite members of the Convocation in the manner contemplated in clause 12 of the Convocation Constitution.
- 5.1.2. Nominations must be:
 - 5.1.2.1. Submitted in writing to the Registrar no less than one (1) month before the scheduled election date.
 - 5.1.2.2. Signed by at least five (5) Convocation members in the manner contemplated in clause 12 of the Convocation Constitution.
 - 5.1.2.3. Accepted in writing by the nominee.
- 5.1.3. Each nomination must include:
 - 5.1.3.1. The nominee's full name, qualifications, and contact details.
 - 5.1.3.2. A written motivation supporting such nomination.

- 5.1.3.3. A signed declaration of eligibility and acceptance.

5.2. **Nomination of Convex members**

- 5.2.1. Nominations for Convex positions must be submitted in writing to the Secretary and include a vision statement from the nominee in the manner contemplated in clause 19 of the Convocation Constitution.
- 5.2.2. Each nomination must be seconded by at least two (2) other Members of the Convocation.
- 5.2.3. The nomination period shall remain open for thirty (30) days following the electronic call for nominations issued by the Secretary.
- 5.2.4. A Member may be nominated for more than one vacancy; however, if a Member receives votes for multiple positions, they will be appointed only to the position for which they receive the highest vote count.

6. **OBJECTIONS TO NOMINATIONS**

- 6.1. Objections to either the President's nomination or the nominations for Convex positions must be submitted in writing to the Secretary, detailing the reasons for challenging the nomination in relation to the eligibility criteria for these positions.
- 6.2. To ensure timely review, all objections must be received within 4 days after the nomination period closes to allow for timely review.
- 6.3. The Secretary will assess each objection under the applicable Institutional Rules and Policies.
 - 6.3.1. If an objection is upheld, the nomination will be removed from further consideration.
 - 6.3.2. If an objection is disregarded, the Secretary shall provide written reasons for the decision.

- 6.4. Consequently, if no objection is received or if an objection is raised but disregarded by the Secretary, a majority vote by the Members of the Convocation in favour of the nomination shall elect the candidate.

in the manner contemplated in clause 19 of the Convocation Constitution.

7. ELECTION PROCEDURE

7.1. Election of the President of the Convocation

- 7.1.1. The election of the President shall be conducted in terms of clause 11.1 read with clause 12.8 of the Convocation Constitution.
- 7.1.2. The election shall be conducted via an online voting platform or an alternative secure voting method as determined by the Secretary and the candidate receiving the majority of votes, will be declared elected.
- 7.1.3. Once so elected the President shall also serve on Council as the member in the manner contemplated in clause 12 of the Convocation Constitution.

7.2. Election of Other Convex Members

- 7.2.1. Elections for Convex positions shall be conducted via an online voting platform or an alternative secure voting method as determined by the Secretary.
- 7.2.2. Each Member of the Convocation is entitled to cast one vote per vacancy, and no Member may vote on behalf of another.
- 7.2.3. Members will have one (1) day to cast their vote once the online voting platform is activated.
- 7.2.4. If only one valid nomination is received for a vacancy, no election will be held for that position and the sole nominee will be directly appointed.
- 7.2.5. The candidate receiving a majority of votes for each vacancy is declared elected.
- 7.3. In the case of a tie, a re-run election between tied candidates shall be conducted within ten (10) days.

8. DISPUTE RESOLUTION

- 8.1. Any complaints or disputes regarding the election process must be submitted in writing to the Registrar within three (3) days of the election results being published.
- 8.2. The Registrar shall review the complaint and make a determination within five (5) days.

9. DECLARATION AND ANNOUNCEMENT OF RESULTS

- 9.1. The Secretary shall officially announce and publish the election results within three (3) days after the completion of voting.


10. IMPLEMENTATION AND REVIEW

- 10.1. These rules shall come into effect immediately upon approval by the Council.
- 10.2. These rules shall be reviewed periodically.

11. ENFORCEMENT AUTHORITY

- 11.1. The Registrar, as the electoral officer, shall oversee and enforce these election rules.

Policy Development Framework					
Policy Type(s):	B: Institutional Governance				
Type:	Policy		Guideline		Manual
Tick document category	Procedure		Regulation	√	Plan
CPUT Statute and/or Regulation Reference no. and date:	Cape Peninsula University of Technology Statute, Government Notice No 46382 of 20 May 2022.				
Relevant Legislation and/or Policy, Codes of practice, Professional authorities:	<ul style="list-style-type: none"> • Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996) (The Constitution). • Cape Peninsula University of Technology Convocation Constitution (approved on 23 November 2024). • Higher Education Act (No. 101 of 1997) as amended. • Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004). • Protected Disclosures Act, 2000 (Act No. 26 of 2000). • Financial Intelligence Centre Act, 2001 (Act No. 38 of 2001). • National Prosecuting Authority Act, 1998 (Act No. 32 of 1998). • Protection of Personal Information Act, 2013 (Act No. 4 of 2013). 				
Relevant Institutional Policies/ documents/manuals/ handbooks	<ul style="list-style-type: none"> • Cape Peninsula University of Technology Strategic Plan: Vision 2030. • Ethics Framework. • Whistleblowing Policy. • Gifts, Benefits, and Hospitality Policy. • Conflict of Interest Policy. • Compliance Management Policy. • Compliance Management Program. 				
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