



**UMnyango WezeMfundo  
Department of Education**

**Lefapha la Thuto  
Departement van Onderwys**

## **Circular 17/2006**

**Date: 6 March 2006**

### **Topic**

- 1. Guidelines for the Election of School Governing Bodies in all Public Schools, Including Special Schools**
- 2. Management Plan for the Electoral Process**

### **Enclosures**

**Annexure: A – M**

### **Distribution**

- ✓ All Deputy Director Generals, Chief Directors and Directors at Head Office and District Offices
- ✓ The Principal, Staff and School Governing Bodies of all Public Schools
- ✓ All Teacher Unions and Organisations
- ✓ School Governing Body Associations

### **Enquiries**

Directorate: General Education and Training  
Tel: (011) 355 0628

On request, this circular will be made available in Afrikaans within 21 days  
Also available on the GDE website at: [www.education.gpg.gov.za](http://www.education.gpg.gov.za)

### **Office of the Chief Executive Officer**

Room 1009, 111 Commissioner Street, Johannesburg, 2001  
PO Box 7710, Johannesburg, 2000

Tel: (011) 355-1511 Fax: (011) 333-5546 E-mail: [ceogde@gpg.gov.za](mailto:ceogde@gpg.gov.za) OR [mallelep@gpg.gov.za](mailto:mallelep@gpg.gov.za)

# **ELECTION OF SCHOOL GOVERNING BODIES IN ALL PUBLIC SCHOOLS**

## **1. PURPOSE**

- To inform all schools about the election of School Governing Bodies (SGBs) according to Section 28 of the South African Schools Act, 1996 (Act No 84 of 1996).
- To outline the basic principles underlying the democratic electoral process involved.
- To outline the handover process by the previous School Governing Body to the newly elected SGB.
- To inform all public schools about the electoral process and the procedure for the election of School Governing Body members in all public schools.
- To inform Districts and schools about the training programme to capacitate Electoral Officers and newly elected School Governing Body members.
- To outline the elections monitoring schedule.
- To inform schools about the contact particulars of District Electoral Officers.

## **2. LEGISLATIVE FRAMEWORK**

- 2.1 The Constitution of the Republic of South Africa, Act 108 of 1996.
- 2.2 The South African Schools Act, 1996 (Act No 84 of 1996) [SASA], Section 16(1). Subject to this Act and any provincial law: "... the governance of every public school is vested in its governing body."
- 2.3 The Gauteng School Education Act, 1995 (Act No 6 of 1995), Section 26 (1) states: "For the purpose of promoting the participation of people of the province in the governance of public schools, the Member of the Executive Council shall provide for the establishment of a governing body for every school."
- 2.4 The Regulations and Rules relating to Governing Bodies of Public Schools – General Notice 1457 of 1997, with effect from 6 May 1997.
- 2.5 The Education Laws Amendment Act, 2001.

- 2.6 The Gauteng School Education Act, 1995 (Act No 6 of 1995). Amendment of regulations relating to governing bodies of public schools.
- 2.7 Where the Regulations are in apparent contradiction to SASA, Act 84 of 1996, the interpretation and view should be that the Act takes precedence.

### **3. BACKGROUND**

The theme for the 2006 School Governing Body elections is:

***Transform, Democratise, Deracialise and Functionalise our institutions.***

Democratic SGB elections are aimed at the creation of legitimate SGBs in every school. Such democratically elected SGBs are critical to:

- improve the quality of education;
- ensure good governance;
- advance the democratic transformation of our society;
- ensure that schools serve the interests of the community and meet the expectations of parents;
- assist in spreading the cost of education across users and society as a whole;
- combat racism, sexism and all other forms of unfair discrimination and intolerance, and
- contribute towards the eradication of poverty and economic well-being of our society.

It is therefore necessary to set uniform standards for the organisation and governance of our schools. To that end, these guidelines will apply to all public schools in Gauteng.

### **4. KEY ROLE PLAYERS**

Different role players at all levels of the Department of Education have important roles to play in the election of SGBs. It is crucial that officials responsible for the elections at each level of the Department know exactly what is expected of them.

#### **4.1 Provincial**

The responsibilities of the Province include:

- 4.1.1 Promulgation of provincial election regulations by the MEC by notice in the Provincial Gazette, determining the number of members in each category of the SGB, and the manner of election or appointment of such members at every public school in his/her province.

- 4.1.2 Development of provincial guidelines for the management and conduct of the triennial SGB elections, based on the provincial election regulations and the national guidelines.
- 4.1.3 Provision of a budget adequate for all aspects of the election process in the Province, including, but not limited to, the advocacy campaign, training of Electoral Officials, monitoring of the election, certification for outgoing and incoming members of SGBs, and the creation and maintenance of a database of SGB members.
- 4.1.4 Appointment a Provincial Election Co-ordinator, who will report to the Provincial Head of the Education Department during the election period. His/her duties must be to:
- ensure that there is adequate publicity of the election date;
  - ensure compliance to national guidelines and provincial procedures with regard to elections, and
  - co-ordinate the election and make sure that the Province makes available the necessary human, material and financial resources to conduct efficient and fair SGB elections.
- 4.1.5 Development of materials and procedures for the training of District and School Electoral Officers and teams, and make that sure this training takes place as planned.
- 4.1.6 Development and provision of templates of all documents required for the elections in the Province, in line with the national guidelines.
- 4.1.7 Resolving disputes related to the election, which have not been resolved at school or district levels.
- 4.1.8 Monitoring and evaluation of the election process in the Province.
- 4.1.9 Development of a database of SGBs on taking office.
- 4.1.10 Any other matters that may assist the electoral process, appointment or assumption of office of members of the School Governing Body.

## **4.2 Districts**

The responsibilities of the Districts include:

- 4.2.1 Appointing, in line with provincial election regulations, a District Electoral Officer who is a Senior District Official and a District Election Team to oversee the election process in the District.
- 4.2.2 Administering the appointment of school Electoral Officers at school level in line with the national guidelines which state that an official cannot serve as an Electoral Officer at a school where he/she is employed.

- 4.2.3 Providing training to Electoral Officers, using the provincial training course and materials.
- 4.2.4 Drafting and publicising an election schedule for all schools in the particular District.
- 4.2.5 Ensuring, before the election, that every school has a valid voters' roll.
- 4.2.6 Handling and resolving disputes not resolved by the school Electoral Officer.
- 4.2.7 Ensuring that all schools advertise the elections in line with provincial procedures and the national guidelines.
- 4.2.8 Providing monitoring staff to visit schools during the elections and ensuring that elections are in line with national and provincial election regulations and guidelines.
- 4.2.9 Developing and administering the database of all newly appointed SGB members in the District and making the data available to the Provincial and National Departments when required.
- 4.2.10 Sending all new SGB members on the database letters of congratulation on their election, and certificates of appreciation to outgoing SGB members.
- 4.2.11 Submitting the District election report to Head Office by 31 August 2006.

### **4.3 Schools**

The responsibilities of every school include:

- 4.3.1 Having in place an Electoral Officer and the school Electoral Team, that will not consist of the members of their own school.
- 4.3.2 Preparing a voters' roll of all eligible voters in the school (according to different components of the SGB) and have it available at all election meetings.
- 4.3.3 Notifying in writing all eligible voters not less than 21 days before the date of the election meetings with the date, time and venue of the election meetings.
- 4.3.4 Ensuring that SGB elections are well advertised by distributing and displaying advocacy materials provided by the Department.
- 4.3.5 Providing appropriate venues for the elections.

- 4.3.6 Providing staff to assist the Electoral Officer where there is a need for support.
- 4.3.7 Convening parents' meetings to inform stakeholders about the SGB elections.
- 4.3.8 Ensuring that the admission and class registers are up to date and ready to be used during the elections.

#### **4.4 PARENTS**

The responsibilities of parents include:

- 4.4.1 Familiarising themselves with provincial SGB regulations.
- 4.4.2 Publicising the upcoming elections in their community.
- 4.4.3 Identifying and nominating suitable SGB candidates without discrimination or prejudice.
- 4.4.4 Attending the election meeting and democratically elect the most suitable candidates as SGB members.

### **5. MEMBERSHIP OF GOVERNING BODY OF ORDINARY PUBLIC SCHOOLS**

#### **5.1 Components**

A School Governing Body is made up of:

- elected members;
- the Principal in his/her official capacity, and
- co-opted members.

Elected members of the SGB shall comprise the following members:

##### **5.1.1 *Parents/Guardians of Learners at the School***

A *parent* in the context of SGB elections and according to the definition of *parent* in chapter 1, (section a – c) of SASA, Act 84 of 1996, is the biological parent of a learner, the guardian who is legally entitled to custody of a learner, a person who takes the responsibility of a parent in the case of child-headed families or an extended family, or a person who undertakes to fulfil the obligations of a parent/guardian towards the learner's education at school. When conducting SGB elections, Electoral Officers should be guided by the school's admission register to determine parents/guardians who are eligible to vote.

A parent who is employed at the school may not represent parents on the School Governing Body.

### **5.1.2 Educators at the School**

A person who teaches, educates, trains other persons, or who provides professional educational services, including professional therapy and educational psychological services, at an institution. This includes an educator employed by the School Governing Body on behalf of the school under SASA.

### **5.1.3 Learners in Grade 8 or Higher at the School**

Only the learners from Grade 8 and above, who are elected members of the Representative Council of Learners (RCL), can serve on the SGB. Prefects or class representatives who do not sit on the RCL are not eligible for appointment to the SGB.

### **5.1.4 Member of Staff at the School Who Is Not an Educator**

Any institutional staff member appointed according to the Public Service Act, who is not an educator at the institution, including those employed by the SGB on behalf of the school.

## **5.2 Eligibility**

A person shall not be eligible to be a member of an SGB if he or she:

- is not a South African citizen;
- is mentally ill and has been so declared by a competent court;
- is insolvent;
- is substance abusive (e.g. drugs, alcohol, etc.);
- has been convicted of an offence and sentenced to imprisonment without an option of a fine for a period exceeding six months, or has not yet served his/her full period of imprisonment, or
- does no longer fall within the category of members which he or she represented at the time of the election.

## **5.3 Size of the SGB**

The number of parent members must comprise one more than the combined total of other members of a School Governing Body who have voting rights. (Schedule E, General Notice 1457 of 1997.)

## **5.4 Office Bearers**

A School Governing Body shall, from amongst its members, elect office bearers, who must include at least a chairperson, a treasurer and a secretary. These appointments must be made at the constituent meeting which must be held less

than 30 days after the election of the parent component of the SGB. There are certain restrictions on who can hold office within an SGB. These are:

- Only a parent member of a School Governing Body who is not employed at the school may serve as the chairperson of the SGB.
- An educator, non-educator or parent member may serve as the secretary.
- A non-educator or parent member may serve as the treasurer, but not an educator or the Principal.
- The finance officer (who assists the treasurer) can be an educator or non-educator.

## **5.5 Co-opted Members**

Two types of co-opted members can serve on the SGB: co-opted members with voting rights, and those without voting rights.

Co-opted members without voting rights are those members recruited by the SGB because of their expertise in areas that may benefit the SGB and the entire school.

Should a vacancy be created due to the departure of an elected member, a co-opted member can be nominated and appointed to serve on the SGB with voting rights for a period not exceeding 90 days. During these 90 days the vacancy must be filled with a formally elected member who has been elected through a by-election.

## **5.6 Term of Office**

The term of office of the SGB, with the exception of the learner component, may not exceed three years.

The term of office of the learner component is one year.

School Governing Body office bearers should only hold that office for one year. This can be extended by a vote or consensus within the SGB.

# **6. MEMBERSHIP OF GOVERNING BODIES OF PUBLIC SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS**

## **6.1 Components**

The School Governing Body of a special school should have the following members:



- parents of learners enrolled at the school;
- educators at the school;
- members of staff at the school who are not educators;
- learners in the 8<sup>th</sup> grade or higher, and
- representatives of:
  - organisations of parents of learners with special education needs, if applicable;
  - representatives of sponsoring bodies, if applicable;
  - representatives of organisations of disabled persons, if applicable;
  - disabled persons, if applicable;
  - experts in relevant fields of special needs education, and
  - the Principal in his or her official capacity.

## 6.2 Office Bearers

The SGB must elect the office bearers as in other public schools: the chairperson, treasurer and secretary from members of the SGB.

## 7. PRINCIPLES UNDERLYING A FAIR AND DEMOCRATIC ELECTORAL PROCESS

7.1 The following principles must be considered when conducting SGB elections:

- The right to equality (equal treatment, freedom from unfair discrimination).
- The right to freedom and security of the person.
- The right to freedom of association.
- The right to reasonable and fair administrative action.
- Democracy and gender equality.
- Representation of the demographical character of the school.
- Transformation and affirmative action.

Election procedures should aim at:

- ensuring the broadest representation of identified stakeholders in the governance of all aspects of the education system;
- advancing and promoting the fundamental rights of every person by eliminating the past inequality of access to involvement in school governance, and making provision for those previously marginalised in terms of income, place of residence, race, gender, religion, physical incapacity, etc.;
- conducting elections which are managed efficiently while being cost-effective, and
- achieving the best use of scarce education resources.

- 7.2 The electoral process in schools will start on 01 May 2006 and will continue until 30 June 2006. Schools should not deviate from these dates. All schools are expected to comply with the set time frames as no extensions will be granted.
- 7.3 Different role players at all levels of the Department of Education have important roles to play in the election of SGBs. It is crucial that Officials responsible for the elections at each level of the Department know exactly what is expected of them. District Directors will ensure that all newly elected SGB members receive training in all GDE accredited programmes through the Matthew Goniwe School of Leadership and Governance. A training schedule is attached (Annexure L). Districts are expected to fully comply with the training programme.
- 7.4 The Gauteng Department of Education acknowledges the role of District Electoral Officers, District Electoral Teams, School Electoral Teams and Teacher Liaison Officers in providing sound leadership and seeing to it that the 2006 electoral process is a success.
- 7.5 Principals are expected to do their utmost best to encourage the majority of parents to attend all meetings concerning the School Governing Body elections.
- 7.6 School Electoral Officers are expected to set reasonable times and dates for both nomination and election meetings.
- 7.7 The Principal of a school may not be the Electoral Officer, or be involved in conducting elections in his/her own school. As an *ex-officio* member, the Principal has an interest in the outcome of the election and therefore his/her direct involvement in the election of his/her school's SGB would be counter to free and fair election practices.
- 7.8 Schools may not campaign for any category of candidates, that is, schools/Principals may not indicate to the parents what kind of candidates would be suitable.
- 7.9 All nominated candidates should be given an equal amount of time to introduce themselves and indicate what they will do for the school and what values they hold. The time for this should be approximately 3 minutes. Schools must accommodate the use of any official languages by candidates and allow for interpreting where necessary.

## **8. PROCEDURE FOR RUNNING DEMOCRATIC SCHOOL GOVERNING BODY ELECTIONS**

### **8.1 Notice of Nomination Meeting or Election Meeting**

#### **8.1.1 Purpose of This Phase**

To draw the attention of all eligible voters to the provisions of the South African Schools Act, 1996 (Act No 84 of 1996) and to the regulations governing the election of parent members of a School Governing Body (Vol. 3 of Notice 786/1997), in order to enable parents to exercise their vote in an informed manner. (Note: At some schools this step may already have been taken.)

#### **8.1.2 What the Electoral Officer Should Do to Achieve This Purpose**

- Decide on how the relevant information should be communicated to eligible voters (e.g. through a meeting, a newsletter, posters or pamphlets).
- Decide on what information will be communicated.
- Provide the information to be communicated (e.g. compile posters/pamphlets or obtain them from the Department of Education).
- Communicate the relevant information to eligible voters.
- Answer any questions or deal with any concerns that eligible voters may have.

#### **8.1.3 Resources the Electoral Officer Can Use to Achieve This Purpose**

- Copy of the Governing Body's regulations; the South African Schools Act, 1996 (Act No. 84 of 1996); the Education Laws Amendment Act, 1999 (Act No. 48 of 1999); Notice 1059 of 1997: Determination of guidelines for the establishment, election and functions of the Representative Council of Learners; Notice 1457 of 1997: Amendment of regulations relating to governing bodies of public schools; Notice 3539 of 1997: Determination of the number of members of governing bodies of public schools for learners with special education needs; Notice 786 of 1997, Volume 3: GDE regulations relating to governing bodies of public schools (Volume 3, No. 33).
- The school's admission register containing the names of all eligible parents.
- Posters or pamphlets of the Department of Education.

- Specific means of communicating with eligible voters, for example a circular to parents, educators, public service staff members and learners.

#### **8.1.4 Relevant Forms**

- Notice of nomination meeting or election meeting (Annexure D).
- Letter with this form from the Principal (Annexure C).

### **8.2 Registration Process**

- Determine, on the basis of the regulations (Notice 1457 of 1997) for elections, how many parents should be elected to the SGB.
- Make sure that school class registers are up to date. Mark the names of learners who have older brothers and sisters. Keep only the name of the oldest child on the voters' roll.
- Prepare a voters' roll of all eligible voters (parents/guardians) and have it available at the meeting.
- Mark off voters as they arrive and give each voter a token that will be used when the ballots are distributed.
- Parents/guardians have only one vote each, regardless of the number of children they have as learners at the school. In other words, **each family has two votes** (the two voters should conform to the definition of *parents* according to the South African Schools Act, chapter 1, 30 xiv (a) – (c)).

#### **8.2.1 Relevant Form**

Voters' roll (Annexure E).

### **8.3 Nomination Meeting**

This meeting is held on the day and at the time specified in the "Notice of nomination meeting and poll for the election of parent members", signed by the Electoral Officer for the school and distributed to all parents **20 days** before the actual meeting.

#### **8.3.1 Purpose of This Phase**

To obtain nominations of candidates for the election of parent members of the School Governing Body.

### **8.3.2 What the Electoral Officer Should Do to Achieve This Purpose**

- Determine a date, time and place for a nomination meeting to be held.
- Prepare a “Notice of nomination meeting and poll for the election of parent members” at least **20 days** before the date of the nomination meeting.
- Provide the school Principal of the school with enough copies of such notice so that she/he can distribute them to parents at least **14 days** before the meeting.
- Ensure that nomination forms are available to parents.
- Receive any completed nomination forms not more than **7 days** and not less than **one day** before the nomination meeting.
- Explain the nomination procedure to all present at the nomination meeting.
- Receive nomination of candidates at the nomination meeting, ensuring that all candidates are proposed, seconded and nomination forms completed.
- Ensure that the names of all nominated candidates, and those of the people who proposed and seconded the candidates, appear on the school register containing the names of all eligible parents.
- Close the period for nominations, consider all nominations and reject those that do not comply with the regulations.
- If the total number of valid nominations is less than the required number of parent members, dissolve the nomination meeting and convene a new nomination meeting within 14 days.
- If the total number of valid nominations is equal to the required number of parent members, declare the nominated candidates to be duly elected.

### **8.3.3 What Resources the Electoral Officer Can Use to Achieve This Purpose**

- Notice of nomination meeting and poll for election of parent members.
- Nomination forms.
- School register containing the names of all eligible parents.
- Flip chart stand, flip chart paper and flip chart pen.
- A venue for the nomination meeting.
- Table and chair for the Electoral Officer.
- Chairs for the parents.

## 8.4 Nomination of Candidates

- Set time frames for the duration of the nomination process in advance.
- Candidates for the position are nominated, in writing, on the form provided. The proposer, seconder and the candidate have to sign the form. A candidate needs to be nominated for a position only once.
- The Electoral Officer gives the parents present a time by which the nominations should be handed in. Each nomination form is closely scrutinised to ensure that the proposer, seconder and the candidate are *bona fide* parents or guardians of a learner in the school.
- The Electoral Officer signs the nomination form when she/he has established that it has been completed correctly and the candidate, proposer and seconder qualify as signatories. The Electoral Officer closes the nominations when the previously set deadline for this has passed.
- The Electoral Officer makes sure that 15% of the eligible parents of the school are present at the meeting. If there is a quorum, the nomination process can take place.
- If there was no quorum in the first meeting, another meeting must be convened again after **20 days**. The Electoral Officer makes sure that **15%** of the eligible parents of the school are present during the second, and in subsequent nomination meetings.
- The Electoral Officer writes the names of the candidates on a chalkboard or flip chart page, where those present can read it.
- When the nominations have closed the Electoral Officer determines whether an election needs to take place.
- If a school needs five parents on the SGB and five parents have been nominated, and their nominations have been validated, then the five parents are declared unanimously elected.
- If the school needs five parents on the SGB and for example six parents have been nominated, and their nominations have been validated, an election has to take place.
- Allow each nominated candidate to introduce herself/himself to those present in **any official language**. The candidate may **only** state the following:
  - Her/his name and surname.
  - Three things which he/she will do for the school.
  - The Grade in which her/his child/children is/are.

#### **8.4.1 Relevant Form**

Nomination form (Annexure F).

### **8.5 Election of Candidates to the School Governing Body**

#### **8.5.1 Purpose of This Phase**

To elect, from among the nominated candidates, the required number of parent members to serve on the School Governing Body.

#### **8.5.2 What the Electoral Officer Should Do to Achieve This Purpose**

- Determine a date, time and place for the election meeting to be held. (Note: The election meeting may be on the same day as the nomination meeting, in which case notice of this will already have been given by way of the “Notice of nomination meeting and poll for the election of parent members”. If the election is not held on the same day it must be held within 14 days of the nomination meeting.)
- Provide the school Principal with enough copies of such notice so that he/she can distribute them to parents at least **14 days** before the meeting.
- At a certain time, tick off the names of all eligible parents present. Count the parents to ensure that a **15% quorum** is present at the meeting and that the election can therefore proceed. If a 15% quorum is not present, determine a date, time and place for a second election meeting and inform the Principal in writing at least 20 days before the date of this meeting.
- If there was no quorum in the first meeting, another meeting must be convened again after 20 days. The Electoral Officer makes sure that 15% of the eligible parents of the school are present during the second, and in subsequent election meetings. ***NB: In all meetings, 15% of the eligible voters in a school must be present when voting takes place.***
- Set up the venue with a ballot booth, pen and ballot box for voters to cast their votes.
- The Electoral Officer writes the names of the candidates on the ballot paper for the particular position/office on the School Governing Body. The names are written in alphabetical order. Duplicate enough ballot papers for all present.
- Once all the nominated candidates have been introduced, the Electoral Officer requests the candidates to stand in a prominent place outside the voting station. They should bear the numbers allocated to them to assist illiterate parents to identify them.

- Explain the ballot paper and the voting process to all voters. The voters should make a cross (x) next to the name(s) of the candidate(s) he/she wishes to vote for. (If the voters are not literate, each candidate will be allocated a number that will also appear on the ballot paper. Candidates will be asked to stand in a prominent place outside the voting station bearing their numbers during the voting.)
- The Electoral Officer has to explain what constitutes a spoilt vote, namely the following:
  - Voting for more than the required number of candidates.
  - Writing a name or anything else on the ballot paper.
  - Marking or crossing out on the ballot paper.
- Tick off names of parents on the school register containing the names of all eligible parents and give each parent an officially marked ballot paper. **Each voter receives only one ballot paper.** Each ballot paper is stamped with the school/district stamp to validate the paper. The ballot paper is issued to a legitimate voter after she/he has returned the token given to her/him when he/she registered. The tokens must be put in a sealed box to prevent re-use.
- Ensure that all voters with proxy votes hand in the proxy form(s) and are given an additional officially marked ballot paper for every proxy vote.
- In the room where voting is to take place:
  - A ballot box is provided.
  - After being told to do so by the Electoral Officer, the voters vote for the number of candidates they have to.
  - Voters are allowed into the voting room, one by one or two by two, to enable secret voting at the voting station (a desk or table where each voter can vote alone using the pen/pencil provided).
  - After voting has taken place on the ballot paper, this paper is folded twice and placed in the ballot box.
- An Electoral Officer stations the Assistant Electoral Officer(s):
  - At the door of the room where the voting is to take place to control the issuing of the ballot papers.
  - At the ballot box to make sure genuine ballot papers are placed in the box.
  - In the room to ensure that the voting is done in secret.
- Assist any disabled or illiterate voters who require assistance.
- Once all the members of the parent body have voted, the Electoral Officer invites the candidates themselves to vote. After this voting has taken place, the Electoral Officer then closes the voting and prepares for the counting of the votes.



- Manage the voting process, ensuring that there is secrecy.
- Open the ballot box and sort the ballot papers into spoilt and unspoilt papers.
- Count the spoilt ballot papers.
- Count the unspoilt ballot papers.
- Record both totals (spoilt and unspoilt papers) and the overall total on the Counted Ballot Paper and Declaration of Number of Votes Form (Annexure H).
- Where the number of votes in favour of two or more candidates is equal and it affects the results of the election, draw lots to ascertain a result.
- Announce the results of the elections for parent members to those present at the counting.

### **8.5.3 *What Resources the Electoral Officer Can Use to Achieve This Purpose***

- “Notice of nomination meeting and poll for the election of parent members”.
- A venue for the election meeting.
- School register containing the names of all eligible parents.
- Pen to mark the school register containing the names of all eligible parents.
- Flip chart stand, flip chart paper, flip chart pen.
- Ballot papers, pencils, ballot booth, ballot box.
- Table and chair for Electoral Officer.
- Table for the ballot booth and ballot box to stand on.
- School stamp and ink pad.
- Chairs for the voters.
- Counted Ballot Paper and Declaration of Number of Votes Form.
- Calculator.

### **8.5.4 *Relevant Form***

Ballot paper (Annexure G).

## **8.6 Counting of Votes**

- The school’s two Electoral Officers who are running the election must be present in the room where the counting is done. (The same room where

the voting took place can be used for counting purposes.) All the nominated candidates must be present.

- Counting for any SGB component is done in a separate room by Counting Officers. The candidates may observe the counting process, but they may not interfere. Candidates may lodge specified grievances at the end of the counting process regarding the counting. A final ruling will be given by the officiating Electoral Officer.
- The names of the candidates are written on the chalkboard or flip chart in alphabetical order.
- The Electoral Officer opens the ballot box and counts the spoilt and unspoilt votes. Both totals for spoilt and unspoilt votes, and the overall total are recorded on the Counted Ballot Paper Account Form (Annexure H). Spoilt ballot papers are put to one side after having been shown to those present. The number of ballot papers must tally with the number of voters present and who have voted.
- The unspoilt ballot papers are taken one at a time and the Electoral Officer reads the names of the candidates voted for.
- The assistant of the Electoral Officer marks a “1” next to each name on the chalkboard or flip chart as it is called out. After four (1111) votes have been recorded, the fifth vote is recorded and written across the previous four ones, thus: 1111. All of the candidates should observe the procedure.
- Where the number of votes in favour of two or more candidates is equal and it affects the results of the election, lots must be drawn to ascertain a result.
- When the counting has been completed, the votes are added up on the chalkboard, and the predetermined number of persons with the most votes are declared the elected members of the School Governing Body.
- The results of the elections for parent members are then announced to those present at the counting.

## **8.7 Results**

### **8.7.1 Purpose of This Phase**

To inform the District Electoral Officer of the results of the election and to hand over all the official documentation of the election to her/him for safekeeping.

### 8.7.2 *What the Electoral Officer Should Do to Achieve This Purpose*

- Complete the Counted Ballot Paper and Declaration of Number of Votes Form.
- Place the following documents in envelopes:
  - Notice of nomination meeting and poll for the election of parent members.
  - Nomination forms.
  - Ballot papers (must be sealed in the presence of the persons attending the meeting).
  - Counted Ballot Paper and Declaration of Number of Votes Form.
  - Notification of members elected to the School Governing Body.
- There should be envelopes for:
  - Nominations                      A4 Envelope
  - Ballot papers                      A4 Envelope
  - Record of counted votes      A4 Envelope

Each envelope should be labelled beforehand by Electoral Officials as in the following example:

Name of school: _____
Election for SGB _____ members (parents, educators, learners, public service staff)
Date of nomination meeting: _____
Date of election meeting: _____
Names of elected persons: _____
_____

- All A4 sealed envelopes are placed in the appropriate A3 envelope and sealed.
- Complete the data capturing form from the GDE Head Office: Notification of members elected to the School Governing Body (Annexure I).
- Hand over sealed envelopes to the District Electoral Officer.

### **8.7.3 What Resources the Electoral Officer Can Use to Achieve This Purpose**

- Counted Ballot Paper and Declaration of Number of Votes Form.
- Envelopes.
- All documentation from the election.

### **8.8 Sending of Ballot Papers and Documentation to District Electoral Officer(s)**

The correct data capturing form and the sealed ballot papers are handed over to the District Electoral Officer, at the District Office, accompanied by a copy of the SGB data capturing form to be provided by the District Election Team members. This data form must contain the names, addresses, and telephone/fax numbers of the persons elected.

The District Electoral Officer appoints elected members to the SGB for a period of three years. The letter of appointment should be printed on the GDE letterhead given to District Electoral Officers for this purpose. The District Director, who is the Accounting Officer of the District, will sign the letters of appointment.

### **8.9 Election of Members, Other Than Parents, to the School Governing Body**

Your attention is drawn to the Gauteng Schools Education Act, 1995 (Act No. 6 of 1995), and Notice 1457 of 1997: Amendment of Regulations relating to Governing Bodies of public schools. **The procedure stipulated in the Amendment should be strictly adhered to.** The same procedure is followed when voting for the:

- educator members of the SGB;
- public service members of the SGB (non-teaching staff), and
- learner members of the SGB, from the Representative Council of Learners.

## **9. CODE OF CONDUCT FOR ELECTORAL OFFICERS**

### **9.1 As an Electoral Officer, I Shall:**

- Behave with honesty and dignity.
- Behave in an unbiased way.
- Be familiar with election regulations.
- Carry out the election in terms of the measures.
- Liaise in a co-operative manner with school managers and line management.
- Explain the nomination and election procedures clearly to all participants.
- Make sure that all forms, ballot papers and registers are available.

- Manage the voting process in an effective manner.
- Deal with difficulties that may arise with tact and clear direction.
- Be polite and answer questions effectively.
- Not exceed my powers.

## **9.2 Duties of Electoral Officers**

- Be familiar with the election regulations (e.g. know who qualifies to vote in each of the elections).
- Carry out the different steps stipulated in the election regulations in terms of the defined time frames and the requirements of each step (e.g. send out notices from the school where the Electoral Officer is officiating at least 20 days before the day of the meeting).
- Have all the necessary documentation available (e.g. nomination forms, ballot papers).
- Answer questions clearly and with authority (e.g. questions with regard to what the duties and function of the School Governing Body are).
- Liaise effectively with the school Principal (e.g. make sure that the Principal has the notice of the nomination meeting and poll for the election of parents, educators, public service staff and learner members, and that he sends it out on time).
- Explain the various procedures clearly (e.g. the nomination procedure and the voting procedure).
- Control the nomination meeting effectively (e.g. not allowing more than one person to speak at a time).
- Manage the voting process in an orderly and professional manner (e.g. not allowing more than one voter in a ballot booth at the same time unless the voter is being assisted).
- Deal with difficult people tactfully (e.g. a parent who wishes to vote but whose name does not appear on the school register).
- Behave in an unbiased way (e.g. do not express an opinion on the merits of the different candidates).
- Be polite (e.g. when asking voters to come up and vote).
- Count the ballot papers accurately (e.g. do not include spoilt ballot papers in the count of unspoilt ballot papers).

- Not exceed authority, and responsibly exercise the powers they have in terms of the regulations (e.g. decide what is and what is not a spoilt ballot paper).
- Conduct themselves with honesty and integrity (e.g. account for all the ballot papers).
- Co-operate with other Electoral Officers and the District Electoral Officer (e.g. in conducting an election and in handing over all documentation from the election).
- Ensure that parents are not excluded from the process or discriminated against through the use of a language(s), which they do not understand. It is recommended that an interpreter be used where necessary.

### **9.3 Functions of Electoral Officers**

#### **9.3.1 *District Electoral Officers***

- Co-ordinate the election processes in the District.
- Advise the District on the proposed strategy and implementation of the election in the District and then see that the agreed process is conducted as agreed.
- Compile a management plan to operationalise the national guidelines, the provincial regulations and provincial guidelines.
- Ensure that each school has an Electoral Officer in line with these regulations and that the School Election Teams are established.
- Ensure that each Electoral Official working at school level is adequately trained and is aware of what his/her role entails.
- Ensure that all Electoral Officers receive the provincial election regulations and other documents in good time.
- Ensure that election advocacy is conducted as planned.
- Monitor the election process by visiting a number of schools during the election.
- Compile a District report on elections and submit it to the provincial co-ordinator.

### **9.3.2 School Electoral Officers**

School Electoral Officers may not be members of the same school where they are deployed for the election.

The School Electoral Officer shall, in advance of the election:

- Prepare a notice giving details of the date, time and venue of the election meeting.
- Ensure that eligible voters receive notice of the meeting in time as stipulated in the provincial regulations.
- Ensure that nomination forms are available at the Principal's office and during the election meeting.
- Ensure that there is a suitable venue for the election meeting.
- Ensure that there is a voters' roll, which the school should prepare, and that it is accurate.
- Ensure that the Election Team knows what process will be followed that all the resources that will be needed are available, such as the box for votes, a board to write names of candidates, paper for voting, etc.

The School Electoral Officer shall during the election meeting:

- Explain the procedure for nominations and elections to the voters.
- Let the nominees introduce themselves in accordance with the regulations.
- Manage the election process.
- Intervene and resolve any disputes on the day of the election.
- Submit election results and voters' roll to the District Office.
- Submit the SGB data to the District Office within 30 days for Districts to issue letters of recognition of election to new SGB members within 90 days of the poll.

## **10. VALIDITY**

- In order to ensure the validity of the election each and every Electoral Officer must follow the same process as captured in this Circular and use the same words before, during and after the election.

- District Directors will take over the election process in instances where there are deviations from rules and regulations, and will in such instances declare the elections null and void.

## **11. MONITORING**

- Head Office and District Electoral Teams will conduct unannounced visits to schools during election dates.
- The District will also ensure that there is monitoring in each and every school where elections are conducted.
- District Electoral Officers are required to submit a database of institutions' election timetables with the name of the institution, date and time of election, physical address and telephone numbers of institutions to Head Office on **14 April 2006**.

## **12. INFORMATION DOCUMENTS FOR ALL ELECTORAL OFFICERS**

- All Electoral Officers are required to be conversant with Chapter 3 of the Regulations relating to governing bodies of public schools, Notice 786 of 1997, dated 28 February 1997.
- The subsequent amendments to this document: Notice 1457 of 1997, dated 6 May 1997. This chapter deals with the following very important topics: Eligibility, Franchise, RCLs, Electoral Officer, Nomination meeting for parents, Nomination of parents, Poll for parent members, procedure after election of parent members, Election of educator members, Election of learner members, Election of public service (non-teaching) members, Nomination of co-opted community members, Election of co-opted community members and the election of disabled community members.

## **13. PROXY VOTES**

- A proxy vote is a vote on behalf of another person (Form for proxy vote: Annexure K). Viewed in this light, a proxy vote should be treated with the utmost care and strict control should be applied. Refer to the Regulations relating to governing bodies of public schools, Notice 786 of 1997, dated 28 February 1997, Section 17 item 2.
- A proxy voter must be *bona fide* parent of a learner in the school.
- The person for whom the proxy vote is being cast must be a *bona fide* parent of a learner in the school.
- A proxy voter may not cast more than two proxy votes.



- The school is required to check proxy vote applications before the election takes place to make sure that they are genuine.
- Proxy votes should not be encouraged, as they cannot be included in determining whether there is a quorum.
- Candidates for positions in the School Governing Body are expected to be present at the election.
- NB: All eligible voters, including those voting by proxy, are entitled to only two votes per family (irrespective of the number of learners from that family in that particular school).

#### **14. HANDING OVER TO NEW SGB**

The outgoing School Governing Body will be invited to the first meeting of the newly elected School Governing Body for the purpose of handing over all the relevant documents. The school Principal will convene the meeting 14 days after the elections. The following documents will be handed over to the new SGB:

- School Development Plan (3 years).
- Internal whole school evaluation report.
- School budget and fee resolution(s).
- The school's constitution.
- Audited financial statements.
- Minutes of all meetings.
- Assets register.
- File with all school policies (including Code of Conduct for Learners).
- Records of funds (e.g. Receipts, cheque books, etc).
- Annual plan.
- Report on school governance.
- All resolutions taken, e.g. on exemption of fees.
- Records of interviews and recommendations.
- Any other related documents.

#### **15. TRANSITIONAL PROVISION**

The current School Governing Body will be expected to perform all their duties until the day the new School Governing Body assumes office.

---

**MALLELE PETJE**  
**HEAD OF DEPARTMENT**

## ANNEXURE TABLE

ANNEXURE	NAME
Annexure A	Management plan for the electoral process
Annexure B	Provincial Electoral Officers
Annexure C	Letter to Parents
Annexure D1	Notice - Nomination Meeting: Parents
Annexure D2	Notice - Nomination Meeting: Educators
Annexure D3	Notice - Nomination Meeting: Learners
Annexure D4	Notice - Nomination Meeting: PSSMs
Annexure E	Voters' Roll
Annexure F1	Parent Members Nomination Form
Annexure F2	Educator Members Nomination Form
Annexure F3	Learner Members Nomination Form
Annexure F4	PSS Members Nomination Form
Annexure G1	Ballot Paper for Parent Members
Annexure G2	Ballot Paper for Educator Members
Annexure G3	Ballot Paper for Learner Members
Annexure G4	Ballot Paper for PSS Members
Annexure H	Counted Ballot Paper and Declaration of Number of Votes Form
Annexure I	Notification of Elected Members to SGB
Annexure J	Notification of Members elected as SGB Office Bearers
Annexure K	Proxy Form
Annexure L	Governance Training Schedule 2005/2006
Annexure M	Letter of appointment for District Electoral Officers

## ANNEXURE A

### MANAGEMENT PLAN FOR THE ELECTORAL PROCESS

NO	FINAL DATE	ACTION	RESPONSIBILITY
1	05 December 2005	Appointment, in writing, of District Electoral Officers and District Electoral Teams by District Senior Managers	District Directors
2	1 February 2006	Development of Advocacy Guidelines	District Office
3	10 February 2006	Appointment of District Electoral Teams	District Directors
4	24 February 2006	Submission of Advocacy Plans by Districts to Head Office	District Office
5	1 March 2006	Advocacy Campaigns	Head Office & Districts
6	1 March 2006	Appointment, in writing, of School Electoral Officer and Teams by District Senior Managers	District Directors
7	10 March 2006	Training of District Electoral Officers	Head Office - GET
8	13 March 2006	Submission of the Training Schedule for Schools	District Electoral Officers
9	18 March 2006	Training of District Electoral Teams and all IDSOs	District Electoral Officers through Matthew Goniwe School of Leadership and Governance
10	22 March 2006	Pairing of Schools	District Electoral Teams
11	25 March 2006	Training of School Electoral Officers and Teams	District Electoral Officers
12	29 March 2006	Submission of School Election Schedules to Head Office	District Electoral Officers
13	29 March 2006	Appointment of District and Head Office Monitoring Teams	GET – Head Office
14	22 April 06	Participation in the MEC's Education Expo and Official Pronouncement of Elections	Head Office & Provincial Task Team
15	1 May – 30 June 2006	Elections in all Public Schools including Special Schools	School Electoral Teams
16	1 May – 30 June 2006	Monitoring of Elections by Provincial Team, Districts and Independent Monitors	GET – Head Office & Districts
17	14 July 2006	SGB Office Bearers Elected	Principal & SGB
18	14 & 15 July 06	Handing Over by Previous SGB	Principal & SGB
19	22 July 2006	Inauguration of Newly Elected SGBs	District Offices
20	5 August 2006	Orientation and Induction of SGBs	GET – Head Office
21	30 August 2006	School Election Report and SGB Database sent to Head Office	District Electoral Officers
22	1 September 2006	Compilation of the 2006 SGB Election Report	GET – Head Office
23	1 September 2006	Establishment of the Provincial Election Database	GET – Head Office
24	16 September 2006 – 1 April 2007	Training and Development of SGBs	GET – Head Office
25	31 October 2006	Submission of Annual Plans, School Development Plans, IWSE and Budgets	Newly Elected SGBs
26	30 November 2006	Submission of District Development Plans	District Office
27	1 December 2006	Compilation of the Provincial Development Plans	GET – Head Office

**ANNEXURE B**

**PROVINCIAL ELECTORAL OFFICERS**

<b>DISTRICT</b>	<b>OFFICER</b>	<b>AREAS</b>	<b>TEL. NO</b>	<b>FAX</b>
D1 Gauteng North	Andries Matsemela	Bronkhorstspuit, Cullinan, Hammanskraal	(012) 303-4413	(012) 303-2269
D2 Gauteng West	Moses Mokoena	Khutsong, Randfontein, Krugersdorp, Carletonville, Bekkersdal, Magaliesburg	(011) 693-4904	(011) 693-4994
D3 Tshwane North	Jake Seroka	Soshanguve, Pretoria North, Oos-Moot	(012) 303-2264	(012) 303-2596
D4 Tshwane South	A.Ngoato	Atteridgeville, Laudium, Centurion, Pretoria East, Nellmapius, Mamelodi,	(012) 341-6362 x2222	(012) 341-9197
D5 Ekurhuleni East	Vusi Madonsela	Benoni, Daveyton, Wattville, Etwatwa, Actonville, Springs, KwaThema, Tsakane,	(011) 421-8824	(011) 812-2335
D6 Ekurhuleni West	P. Sehlabelo N.Thakgedi	Tembisa, Kempton Park, Edenvale, Germiston, Alberton	(011) 389-6000	(011) 864-6184
D7 Sedibeng East	N.Khantsi Kays Naidoo S. Bilankulu	Vereeniging, Meyerton, Devon, Heidelberg, Walkerville	(016) 430-9317	(016) 430-9367
D8 Sedibeng West	M. Ndaba	Everton, Sebokeng, Vanderbijlpark	(016) 933-3300	(016) 933-4494
D9 JHB East	S. Seolonyane	Midrand, Sandton, Alexandra, Parktown Ivory Park, Jeppe	(011) 408-9217	(011) 339-1980
D10 JHB North	Khosi Mokgapa	Randburg, Diepkloof, Pimville, Orlando, Far North, Central Areas	(011) 355-5586	(011) 355-5141
D11 JHB South	Joseph Singo Sarah Seate	Orange Farm, Lenasia, Soweto	(011) 852-4304	(011) 854-6037
D12 JHB West	Tshepo Seate	Roodepoort, Meadowlands Dobsonville	(011) 496-2590	(011) 496-2597
Head Office	Reuben Ralephata	All 12 District Offices	(011) 355-0628	(011) 355-0640
Head Office	Willy Masemola	All 12 District Offices	(011) 355-0076	(011) 355-0640
Head Office	Eskie Soke	All 12 District Offices	(011) 355-0076	(011) 355-0640
Head Office	Sthenjwa Ngcobo	All 12 District Offices	(011) 355-0052	(011) 355-0640
Head Office	Nyaziwe Maree	All 12 District Offices	(011) 355-0508	(011) 355-0640



GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS  
LETTER TO PARENTS

**ELECTION OF PARENT MEMBERS OF THE SCHOOL GOVERNING BODY**

NAME OF SCHOOL: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Dear Parents,

The regulations in terms of the School Education Act of Gauteng of 1995 and the South African Schools Act (Act 84 of 1996) require that all public schools elect a governing body once every three years. New governing bodies in terms of these regulations must be elected by 30 June 2006. The regulations define the composition of the governing body.

The School Governing Body must be made up of the Principal and:

- Parent Members
- Educator Members (Teachers)
- Public Service Members
- Learner Members (in High/Secondary School)

The Electoral Officer for your school will inform you shortly when the nominations and election of parent members will take place.

The Electoral Officer for our school is: \_\_\_\_\_

She/he can be contacted on telephone number: \_\_\_\_\_,  
if you have any queries.

Yours sincerely

\_\_\_\_\_  
**PRINCIPAL**



GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS  
STANDARD NOTICE OF NOMINATION MEETING AND POLL FOR THE ELECTION OF

**PARENT MEMBERS**

DISTRICT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Notice is hereby given that for the nomination of candidates for the election of Parent Member(s) of the School Governing Body of the above-mentioned school will be held:

On: \_\_\_\_\_ (Date)

At: \_\_\_\_\_ (Time)

At: \_\_\_\_\_ (Place)

A candidate may be nominated in 2 ways:

- By lodging a nominated form duly completed by the proposer, seconder, and candidate with the Electoral Officer not more than 7 days and not less that 1 day before the nomination meeting,
- or
- By proposing a parent as a member during the nomination meeting, provided that another parent seconds the nomination, and a nomination form duly completed by the proposer, seconder and candidate is lodged with the Electoral Officer within the time allotted in the meeting by the Electoral Officer for this purpose.

If more candidates are nominated than the number of Parent Members to be elected, an election will be held:

On: \_\_\_\_\_ (Date)

At: \_\_\_\_\_ (Time)

At: \_\_\_\_\_ (Place)

\_\_\_\_\_  
Signature of Electoral Officer

\_\_\_\_\_  
Date

Address of Electoral Officer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS  
STANDARD NOTICE OF NOMINATION MEETING AND POLL FOR THE ELECTION OF

**LEARNER MEMBERS**

DISTRICT: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_  
\_\_\_\_\_

Notice is hereby given that for the nomination of candidates for the election of Learner Member(s) of the School Governing Body of the above-mentioned school will be held:

On: \_\_\_\_\_ (Date)  
At: \_\_\_\_\_ (Time)  
At: \_\_\_\_\_ (Place)

A candidate may be nominated in 2 ways:

- By lodging a nominated form duly completed by the proposer, seconder, and candidate with the Electoral Officer not more than 7 days and not less that 1 day before the nomination meeting,  
or
- By proposing a learner as a member during the nomination meeting, provided that another learner seconds the nomination, and a nomination form duly completed by the proposer, seconder and candidate is lodged with the Electoral Officer within the time allotted in the meeting by the Electoral Officer for this purpose.

If more candidates are nominated than the number of Learner Members to be elected, an election will be held:

On: \_\_\_\_\_ (Date)  
At: \_\_\_\_\_ (Time)  
At: \_\_\_\_\_ (Place)

\_\_\_\_\_  
Signature of Electoral Officer

\_\_\_\_\_  
Date

Address of Electoral Officer:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS  
STANDARD NOTICE OF NOMINATION MEETING AND POLL FOR THE ELECTION OF**

**PUBLIC SERVICE STAFF MEMBERS**

DISTRICT: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_  
\_\_\_\_\_

Notice is hereby given that for the nomination of candidates for the election of Public Service Staff Member(s) of the School Governing Body of the above-mentioned school will be held:

On: \_\_\_\_\_ (Date)  
At: \_\_\_\_\_ (Time)  
At: \_\_\_\_\_ (Place)

A Candidate may be nominated in 2 ways:

- By lodging a nominated form duly completed by the proposer, seconder, and candidate with the Electoral Officer not more than 7 days and not less that 1 day before the nomination meeting,

or

- By proposing a public service staff member as a member during the nomination meeting, provided that another public service staff member seconds the nomination, and a nomination form duly completed by the proposer, seconder and candidate is lodged with the Electoral Officer within the time allotted in the meeting by the Electoral Officer for this purpose.

If more candidates are nominated than the number of Learner Members to be elected, an election will be held:

On: \_\_\_\_\_ (Date)  
At: \_\_\_\_\_ (Time)  
At: \_\_\_\_\_ (Place)

\_\_\_\_\_  
Signature of Electoral Officer

\_\_\_\_\_  
Date

Address of Electoral Officer:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ANNEXURE E



**SCHOOL VOTERS' ROLL OF PARENTS ELIGIBLE TO VOTE**

NB: Only 2 persons per family are recorded and registered under the grade of the eldest child on the voters' roll and are eligible to vote.

Name of school: \_\_\_\_\_

Grade: \_\_\_\_\_

SURNAME	NAME	IDENTITY NO.	ADDRESS	NAME OF CHILD



GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS  
NOMINATION FORM

**NOMINATION OF PARENT MEMBER FOR THE SCHOOL GOVERNING BODY**

DISTRICT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

PERSON PROPOSED: \_\_\_\_\_  
(Please print name)

NOMINATED AS A CANDIDATE FOR ELECTION AS A PARENT MEMBER OF THE  
SCHOOL GOVERNING BODY

PROPOSER:

\_\_\_\_\_  
Name of Parent/Guardian                      Signature                      School

SECONDER:

\_\_\_\_\_  
Name of Parent/Guardian                      Signature                      School

Candidate:

I, \_\_\_\_\_ (Full names), being a Parent/Guardian of  
a learner officially enrolled at the school, accept nomination as a candidate for election as  
a Parent Member of the Governing Body of the above-mentioned school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**ELECTORAL OFFICER**



**GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS  
NOMINATION FORM**

**NOMINATION OF EDUCATOR MEMBER FOR THE SCHOOL GOVERNING BODY**

DISTRICT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

PERSON PROPOSED: \_\_\_\_\_  
(Please print name)

NOMINATED AS A CANDIDATE FOR ELECTION AS A EDUCATOR MEMBER OF THE SCHOOL GOVERNING BODY

PROPOSER:

\_\_\_\_\_  
Name of Educator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

SECONDER:

\_\_\_\_\_  
Name of Educator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

Candidate:

I, \_\_\_\_\_ (Full names), being an educator at the school accept nomination as a candidate for election as an Educator Member of the Governing Body of the above-mentioned school.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**ELECTORAL OFFICER**



**GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS  
NOMINATION FORM**

**NOMINATION OF LEARNER MEMBER FOR THE SCHOOL GOVERNING BODY**

DISTRICT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

PERSON PROPOSED: \_\_\_\_\_  
(Please print name)

NOMINATED AS A CANDIDATE FOR ELECTION AS A LEARNER MEMBER OF THE SCHOOL GOVERNING BODY

PROPOSER:

Name of Learner	Signature	School
-----------------	-----------	--------

SECONDER:

Name of Learner	Signature	School
-----------------	-----------	--------

Candidate:

I, \_\_\_\_\_ (Full names), being a learner officially enrolled at the school, accept nomination as a candidate for election as a Learner Member of the Governing Body of the above-mentioned school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**ELECTORAL OFFICER**



GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS  
NOMINATION FORM

**NOMINATION OF PUBLIC SERVICE STAFF MEMBER FOR THE SCHOOL GOVERNING BODY**

DISTRICT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

PERSON PROPOSED: \_\_\_\_\_  
(Please print name)

NOMINATED AS A CANDIDATE FOR ELECTION AS A PUBLIC SERVICE STAFF MEMBER OF THE SCHOOL GOVERNING BODY

PROPOSER:

\_\_\_\_\_  
Name of PS Staff Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

SECONDER:

\_\_\_\_\_  
Name of PS Staff Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

Candidate:

I, \_\_\_\_\_ (Full names), being a Public Service Staff Member at the school, accept nomination as a candidate for election as a Public Service Staff Member of the Governing Body of the above-mentioned school.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**ELECTORAL OFFICER**



**GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS  
BALLOT PAPER**

**PARENT MEMBER**

DISTRICT: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_

CHOOSE \_\_\_\_\_ CANDIDATE(S) ONLY. PLACE A CROSS (X) IN THE BOX NEXT TO THE CANDIDATE(S) OF YOUR CHOICE

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		



**GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS  
BALLOT PAPER**

**EDUCATOR MEMBER**

DISTRICT: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_

CHOOSE \_\_\_\_\_ CANDIDATE(S) ONLY. PLACE A CROSS (X) IN THE  
BOX NEXT TO THE CANDIDATE(S) OF YOUR CHOICE

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		





**GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS  
BALLOT PAPER**

**LEARNER MEMBER**

DISTRICT: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_

CHOOSE \_\_\_\_\_ CANDIDATE(S) ONLY. PLACE A CROSS (X) IN THE BOX NEXT TO THE CANDIDATE(S) OF YOUR CHOICE

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		



**GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS  
BALLOT PAPER**

**PUBLIC SERVICE STAFF MEMBER**

DISTRICT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

\_\_\_\_\_

CHOOSE \_\_\_\_\_ CANDIDATE(S) ONLY. PLACE A CROSS (X) IN THE BOX NEXT TO THE CANDIDATE(S) OF YOUR CHOICE

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		



**GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS**

**COUNTED BALLOT PAPERS AND DECLARATION OF NUMBER OF VOTES**

**TYPE OF ELECTION:**

Parent Member		Learner Member	
Educator Member		Public Service Staff Member	

DATE OF ELECTION: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ TYPE OF SCHOOL:

SEC	PRIM	COMB	LSEN
-----	------	------	------

NAME OF CANDIDATE		NO. OF VOTES
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

**TOTAL NUMBER OF ELIGIBLE VOTES:** \_\_\_\_\_

**TOTAL NUMBER OF VOTES CAST:** \_\_\_\_\_

**NUMBER OF SPOILT BALLOT PAPERS:** \_\_\_\_\_

\_\_\_\_\_  
**ELECTORAL OFFICER**

\_\_\_\_\_  
**DATE**



**GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS**

**NOTIFICATION OF MEMBERS ELECTED TO THE SCHOOL GOVERNING  
BODY**

**NAME OF SCHOOL:** \_\_\_\_\_

**PRESIDING ELECTORAL OFFICER(S):** \_\_\_\_\_

**NUMBER OF LEARNERS ENROLLED AT SCHOOL:** \_\_\_\_\_

NAME	TELEPHONE	CELL	FAX
<b>Principal</b>			
<b>Parents</b>			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
<b>Educators</b>			
1.			
2.			
3.			
4.			
<b>Public Service Staff Members</b>			
1.			
2.			
<b>Learners</b>			
1.			
2.			
3.			



**GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS**

**NOTIFICATION OF MEMBERS ELECTED AS SGB OFFICE BEARERS**

**SCHOOL:** \_\_\_\_\_

**DISTRICT:** \_\_\_\_\_

PORTFOLIO	NAME	CONTACT NO.
<b>Chairperson</b>		
<b>Deputy chairperson</b>		
<b>Treasurer</b>		
<b>Secretary</b>		
<b>Other members of the Executive Committee</b>		
1.		
2.		
3.		
4.		
5.		
6.		
<b>Chairperson of Governing Body Sub-committee (specify)</b>		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
<b>Members holding other portfolios (specify)</b>		
1.		
2.		
3.		
4.		
5.		
6.		



**GAUTENG DEPARTMENT OF EDUCATION  
GOVERNING BODY ELECTIONS**

**ELECTION OF PARENT MEMBERS OF THE GOVERNING BODY - PROXY  
FORM**

**DISTRICT:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

\_\_\_\_\_

I the undersigned, being duly authorised by Regulation 17 (2) of the Regulations for governing bodies of public schools, hereby appoint Mr/Mrs:

\_\_\_\_\_ as my proxy to represent me at the election of Parent Member(s) for the School Governing Body to be held on:

**DATE:** \_\_\_\_\_ **VENUE:** \_\_\_\_\_

**NAME OF SCHOOL :** \_\_\_\_\_

I hereby authorised her/him to cast my vote for a candidate(s) for election as Parent Member(s) of the School Governing Body.

**FULL NAME OF PARENT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## GOVERNANCE TRAINING SCHEDULE 2005/2006

DISTRICT	CLUSTER	PROGRAMME	TARGET	DATE
All Districts		RCL @ a Glance	120 TLOs	22 & 23 Oct 2005
All Districts		Financial Management	Non Section 21	29 & 30 Oct 2005
All Districts		SGBs @ a glance & Electoral Process	IDSOs & DEOs	11 & 12 Feb 2006
All Districts		Legislative Road Map	No Section 21 Schools and RED	18 & 19 Feb 2006
All Districts		Relationship Building	No Section 21 Schools and RED	25 & 26 Feb 2006
All Districts		SGB Core Functions	No Section 21 Schools and RED	04 & 05 March 2006
All Districts		Pr Legislative Road Map	IDSOs	04 & 05 March 2006
All Districts		SGB Core Functions	IDSOs	18 & 19 March 2006
All Districts		Financial Man	IDSOs	25 & 26 March 2006
All Districts		SGB Elections	Schools	May & June 2006
JHB South	JHB South	Orientation & Inductions	Newly elected SGBs	05 & 06 August 2006
EE & JW	EE & JW	Orientation & Inductions	Newly elected SGBs	12 & 13 August 2006
GN & EW	GN & EW	Orientation & Inductions	Newly elected SGBs	19 & 20 August 2006
SE,SW & JHB East	SE,SW,JHB EAST	Orientation & Inductions	Newly elected SGBs	26 & 27 August 2006
GW & TN	GW & TN	Orientation & Inductions	Newly elected SGBs	02 & 03 September 2006
TS & JN	TS & JN	Orientation & Inductions	Newly elected SGBs	09 & 10 September 2006
JHB South	JHB South	Legislative Road Map	Newly elected SGBs	16 & 17 September 2006
EE & JW	EE & JW	Legislative Road Map	Newly elected SGBs	23 & 24 September 2006
GN & EW	GN & EW	Legislative Road Map	Newly elected SGBs	30 September & 1 October 2006
SE,SW,JE	SE,SW & JE	Legislative Road Map	Newly elected SGBs	07 & 08 October 2006
GW & TN	GW & TN	Legislative Road Map	Newly elected SGBs	14 & 15 October 2006
TS & JN	TS & JN	Legislative Road Map	Newly elected SGBs	21 & 22 October 2006
JS	JS	SGB Core Functions	SGB Members	28 & 29 October 2006
EE & JW	EE & JW	SGB Core Functions	SGB Members	10 & 11 February 2007
GN & EW	GN & EW	SGB Core Functions	SGB Members	17 & 18 February 2007

SE,SW & JE	SE,SW & JE	SGB Core Functions	SGB Members	24 & 25 February 2007
GW & TS	GW & TS	SGB Core Functions	SGB Members	03 & 04 March 2007
TS & JN	TS & JN	SGB Core Functions	SGB Members	10 & 11 March 2007
JE,JN, JS & JW	JE,JN, JS & JW	Financial Man	SGB Fin Comm	17 & 18 March 2007
EE,EW,SE & SW	EE,EW,SE & SW	Financial Man	SGB Fin Comm	24 & 25 March 2007
GN,GW,TN & TS	GN,GW,TN & TS	Financial Man	SGB Fin Comm	31 March & 1 April 2007





**UMnyango WezeMfundo  
Department of Education**

**Lefapha la Thuto  
Departement van Onderwys**

---

**To :** *(Name of Appointed District Electoral Officer)*

**From :** *(Name of District Director)*

**Date :** *(Date)*

**RE :** **APPOINTMENT OF DISTRICT ELECTORAL OFFICER**

Section 19(1) of the general notice 786 of 1997 (Provincial Gazette 331 of 1997) as amended by general notice 1457 of 1997 (Provincial Gazette 354 of 6 May 1997 states: "The District Director shall appoint a District Electoral Officer who shall be an officer of the Department, to co-ordinate all electoral activities in the District."

It is in this spirit of the above legislation that, the District Director appoints you to be an Electoral Officer for the 2006 SGB elections.

Kindly note that you will constitute a Provincial SGB Elections Task Team, which will meet once a month to co-ordinate the election strategy.

---

**TIDIMALO NKOTOE  
DIRECTOR: GET**

---

**THAMI MALI  
CHIEF DIRECTOR: DISTRICTS**