



SGB REGULATIONS 2021

DAYS' MATRIX

ITEM	DAYS	PURPOSE
Voters' roll	Made available to parents 14 Days before election	For scrutiny before election
	Parents raise dispute within 5 days after voters' roll made available	If name does not appear and raise dispute, etc.
	Within 5 days of receiving notice of dispute	Principal must amend voters' roll, where necessary
	Principal must finalise voters roll 4 days before the election	Finalise voters' roll for parents, educators and non-educator and not names may be added after finalisation
		School electoral officer verifies voters roll after the principal has finalised it.
Notice of nomination validation meeting & election of parent members	Notice of election to parents at least 21 days prior to the election	SEO must prepare notice of nomination validation meeting & election, and a nomination form
	Follow-up poll must be held not less than 7 days and not more than 11 days after the first poll	If no quorum achieved at first poll
	16h00 on the day before the election	When parents can lodge an objection to any nomination
Nomination process in manual election	Not later than 11 days before the election	Parent lodges nomination form
	At least 10 days before the election	SEO convenes first meeting to validate nominations
	2 days before the election	Principal must hand copies of nomination list to parents if nominations are more than required and enough for a poll
	Within 2 days of the first nomination meeting	If nominations are less than required, inform principal that additional nominations are required
	Not more than 4 days after the first nomination meeting	If nominations are less than required, inform parents that additional nominations are required
	Not more than 5 days after the first nomination meeting	SEO convenes a second nomination meeting

ITEM	DAYS	PURPOSE
AFTER THE SECOND NOMINATION AND VALIDATION MEETING		
Nomination process in manual election	At least 5 days before the election	If after the second nomination and validation meeting the total number of nominations is more than required, the SEO must inform the principal and parents of the names of the accepted nominated parents for the poll
	Within 2 days of the second nomination meeting inform principal	If total number of nominations is less than required
	Not more than 6 days after the date of the second nomination meeting inform the parents and request for additional nominations	If total number of nominations is less than required
	Not more than 7 days after the date of the second nomination meeting SEO must convene a third nomination meeting	If total number of nominations is less than required
AFTER THE THIRD NOMINATION MEETING		
Nomination process in manual election	Same process to be followed as after the second nomination and validation meeting	If total number of nominations is more than the number of members required
	Restart the process from the beginning as in regulation 16 (1)	If the total number of nominations is less than the number of members required
AFTER RESTARTING THE NOMINATION PROCESS		
Nomination process in manual election	A poll must be held at the time and venue determined in accordance with the nomination and election process	If total number of nominations is more than the number of members required
Nomination and election of educators and non-educators	At least 11 days	Before the election of parent members
	Within 7 days of the first meeting convene a new meeting	If total number of educator nominations is less than required
Nomination and election of learner members		