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Office of the Director:

Directorate: Institutional Management and Governance



Reference: SGB Elections 2024 - 2027

Enquiries: Deon Louw

**APPOINTMENT AS SCHOOL ELECTORAL OFFICER 2024-2027**

I, the undersigned, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and District Electoral Officer of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Education District of the Western Cape Education Department (WCED) of the Western Cape Government (WCG), hereby appoint and assign you, Mr / Mrs / Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as **Principal / Deputy Principal / Second-in-Charge,** of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (school at which you are employed) as **School Electoral Officer** at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (host school) for the Governing Body elections with immediate effect until the new cohort of governing body members are elected on a date in 2027 or 30 April 2027, whichever date comes first.

You are hereby appointed as School Electoral Officer (SEO) for the said period to conduct **ALL** the nominations and elections, as the case may be, of parent, educator and non-educator members to the governing body at said school.

As the SEO for said school you will preside over the nomination and election of the said categories of members of the governing body and you must:

1. In consultation with the principal determine the dates, times and venues to conduct the nomination and election process, prepare the relevant notices and forms and submit these to the principal so that provisions in the provincial regulations for the establishment and election of governing bodies can be implemented;
2. inform the district electoral officer (DEO) of the mode of election chosen by the school and submit a management plan for the nomination and election process to the DEO;
3. verify the voters’ rolls after the principal has finalised such;

(d) compile nomination lists and notify the principal of the names of those whose nominations have been accepted;

(e) ensure that approved ballot papers are issued, and spoilt ballot papers are rejected as well as ballot papers are reconciled during the counting process;

(f) assist any parent who is unable to cast his or vote due to illiteracy, blindness or any other physical defect;

(g) verify the results of a poll and record it on the election result slip;

(h) decide and settle all matters connected with the nomination of a candidate and the election of members;

(i) endeavour to resolve all disputes in order to declare elections undisputed;

(j) decide and settle objections to nominations of candidates/members whatever the

case may be;

(k) ensure that the nominations and elections go ahead should there be a dispute you are unable to resolve;

(l) announce the names of duly elected members of the governing body;

(m) if satisfied, declare the election to be free and fair;

(n) notify each elected member in writing of his or her election;

(o) notify the principal and district electoral officer in writing of the names and addresses of the persons elected;

(p) provide the principal with scanned copies of all documents used during the nomination and election of members, including all ballot papers used during the election and nomination forms;

(q) submit the original documents used during the nomination and election of members to the district electoral office for safe custody;

(r) ensure that the Deputy Principal(s) / Second-in-Charge(s) where you are employed is/are part of the School Electoral Team (SET) that will support with the management of the elections at the host school for the stated period;

(s) appoint one or more educators and non-educators to form part of the SET to assist during the nomination and election processes at the host school. It does not matter from which school these SET members are selected, on the proviso that if any of them are employed at the host school, you must ensure that the host school’s stamp is not used on the ballot papers of the host school; and,

(t) ensure that all the SET members are trained and understand the relevant nomination process as well as the election process and each member complies with the relevant regulations applicable that deal with the procedures for the establishment and election of governing bodies at public schools.

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

**DISTRICT ELECTORAL OFFICER DATE:**

***====================== Please do not tear off, just sign and make a copy for yourself and submit original to the District Electoral Officer =================***

**Acceptance of assigned role, responsibilities and duties**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, the undersigned, hereby accept the above duties and acknowledge that I fully understand the requirements of this appointment.

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

**SCHOOL ELECTORAL OFFICER DATE:**

Cell number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Landline number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_