

**RULES FOR
1 Timetable**



ELECTIONS TO COUNCIL

| Event | Time |
|---|--|
| Publication of Notice Election | By 30 November in the year preceding the AGM |
| Commencement of Online Nomination through the Institute's election/voting platform. | First Working day in January in the year of the AGM. |
| Close of Nomination | Last working day of February in the year of the AGM. |
| Last date for candidate to withdraw | First Week in March. |
| Meeting of the Nominating Committee | 2 nd Week in March. |
| Publication of Nominees Cleared for the Election or Disqualified | 3 rd Week in March. |
| Dispute Resolution | 4 th Week in March. |
| Voting Period. | 12 noon on 20 th of April to 12 noon 28 th of April in the year of the AGM |
| Meeting of the Nominating Committee | 12 noon on 28 th of April |
| Declaration of result | At the April AGM |

2. Notice of Election

- 2.1 Council must provide all members of the Institute with a Notice of Election by 30 November each year.
- 2.2 The Registrar & Chief Executive shall, subject to Regulation 2.5 below, issue a Notice of Election to all members eligible to vote at the election in accordance with Regulation 3. The Registrar & Chief Executive may give the Notice by post or by electronic mail or by SMS or by a combination of the three.
- 2.3 The Notice of Election may be published in the Institute's website or journal, the wording having first been agreed by the Nominating Committee.
- 2.4 The Notice of Election shall contain, but need not be limited to, the following information:
- (a) the number of known vacancies on Council to be filled by election at the Annual General Meeting in the following year;
 - (b) the reason for each vacancy;
 - (c) the requirements for nomination;
 - (d) a time and a date by which the Chief Executive must receive nomination of candidates;
 - (e) the election date(s).

2.5 Additional vacancies to be filled by election may arise from the following:

- (a) resignation of an elected member or as a result of expiration of tenure of office of an elected member of Council; or
- (b) by a serving member of Council having his/her name removed from the register of members of Council on account of his/her infringement or violation of the attendance policy for members of the Governing Council; or
- (c) by the death or incapacitation of a serving member of Council or by a serving member of Council becoming bankrupt by law; or
- (d) by a serving member of Council being elected to the office of President or Vice-President
- (e) by a serving member of Council having an adverse finding made against him/her under the Investigation and disciplinary Procedures bye-laws and CIS Membership Regulations and Code of Conduct; or
- (f) by a serving member of Council having been found guilty of infamous conduct under the Disciplinary (Procedures) Rules, Bye-laws and CIS Membership Regulations and Code of Conduct and CIS Act No 105 of 1992

In such circumstances, the Notice shall be read as if the additional vacancy or vacancies had existed at the time of issue of the Notice.

2.6 A vacancy among the elected members of Council shall be filled by an election on a date (the *election date*) specified by the Registrar & Chief Executive.

2.7 The election date shall, where the election is contested, be at least twenty-eight clear days after the closing date for nominations. Where an election is uncontested, the Nominating Committee shall have at least twenty-eight clear days after the closing date for nominations to present the candidates to the financial members of the Institute for endorsement and character check by vote and such candidates must have simple majority of votes cast.

3. Eligibility of Candidates and Sponsor, Secunder and Supporters

3.1 Any individual member of the Institute may seek election provided they are eligible.

3.2 To be eligible for election, all candidates must:

- (a) have been a member of the Institute for three years prior to the date of nomination and remain a member at the date of nomination, the date of election and throughout their term of office;
- (b) be honest and reliable in his/her personal as well as professional dealings;
- (c) have shown strong commitment to the goals and ideals of CIS as laid down in the charter, bye-laws and rules and regulations through active participation and involvement in CIS activities;
- (d) must have evidence of compliance with the Institute's minimum specified

- continuing professional development (CPD) requirements.
- (e) be prepared to devote considerable time to the role in an honorary capacity and able, in so far as possible, to attend Council and Committee meetings;
 - (f) must have served a term of two (2) years as a member of at least one committee of Council and have performed satisfactorily as attested to or confirmed by the Chairman of the Committee, with at least two-thirds of attendance at the committee meetings and be familiar with the workings of committees;
 - (g) have strong leadership qualities and skill sets;
 - (h) be a financial member of the Institute who has paid all his/her dues as and when due in the last three years before the proposed election and in the current year of the election. But with effect from Friday 24th of April, 2020 a member's annual due becomes payable on or before 31st of March every year and the annual subscription of a Nominee for election to Council, his/her sponsor, seconder and two supporters, including annual subscription for the election year be payable on or before 31st of January of the election year.
 - (i) not have retired completely from all practice and/or business activities;
 - (j) not have an adverse finding made against him under the Investigation and disciplinary Procedures, Bye-laws or rules and regulations of CIS, other professional bodies and regulatory authorities within a period of 5 years prior to such proposed election;
 - (k) not have been convicted of an offence involving dishonesty, deception or any other crime;
 - (l) not have a receiving order in bankruptcy made against him or made any arrangement or compromise with his creditors;
 - (m) not have failed to satisfy a judgment debt and;
 - (n) not have been disqualified as a director under the Companies and Allied Matters Act.
- 3.3 No member of Council shall be eligible for re-election if he has not attended at least two-thirds of the Council meetings in the last three years preceding the Annual General Meeting of the year of election.
- 3.4 Any four members eligible under this Rule 3 may decide to sponsor, second, and two supporters of any other member who is also so eligible for election as a member of Council.
- 3.5 Any member entitled to join in sponsoring a member for election to the Council may participate in the sponsor of as many, but not more members as there are vacancies in the Council.

4. Nomination Papers

- 4.1 Any member of the Institute wishing to stand for election to Council is required to deliver a nomination paper signed by a sponsor, seconder and two other supporters – all of whom must be members of the Institute.
- 4.1.1 Members of the Institute’s Nominating Committee are not permitted to subscribe the nomination paper of a candidate standing for election to Council under any circumstances.
- 4.2 The Registrar & Chief Executive will, on request, provide any prospective candidate with a nomination paper for completion. The nomination paper will enable the candidate to submit additional information, including qualifications to serve as a member of Council that will assist the Nominating Committee to ensure the eligibility of the candidate and to make its recommendation on the candidate. The nomination paper may also be made available on the Institute’s website.
- 4.3 The Nominating Committee will agree the form of the nomination paper each year.
- 4.4 The candidate, his/her sponsor, seconder, and two supporters shall sign the Nomination Form.
- 4.5 No sponsor, seconder or any of two supporters may withdraw his/her signature after the last date and time for receiving nominations.
- 4.6 Candidates must submit the originals of the nomination form(s) to the Registrar & Chief Executive by the due date and time specified on the form. This date shall be at least twenty-eight clear days following the date of issue of the Notice of Election. Where the Registrar & Chief Executive specifies that a nomination may be made by electronic means, he may require any such evidence he thinks fit to satisfy himself that the nomination is genuine.

5. Delivery of Nomination Paper

- 5.1 Prospective candidates are required to submit their nomination paper by the last working day of February in the year of the AGM at which the election will take place to the Registrar & Chief Executive at the Institute’s secretariat. Papers may be submitted by post or hand.

6. Withdrawal of Candidate

- 6.1 A candidate may withdraw his candidature at any time up until 5 pm of the First Week in March in the year of the AGM. Notice of withdrawal should be submitted in writing to the Registrar & Chief Executive at the Institute’s secretariat.

7. Role of the Nominating Committee

- 7.1 Council will appoint a Nominating Committee to check the eligibility of all candidates to serve as a member of Council. The Committee is also empowered to make such enquiries as it deems necessary.
- 7.2 To assist the Nominating Committee in its task, the Committee will have the right to request candidates to attend for interview.
- 7.3 In the event that the Nominating Committee finds that a candidate does not meet the eligibility criteria set out at Rule 3 above, that candidate will not be permitted to pursue his/her candidacy. The candidate will be advised of the Nominating Committee's findings in writing. This notification to be sent to the address for correspondence provided by the candidate on his nomination form.

8. List of Persons Nominated

- 8.1 The Registrar & Chief Executive will arrange for a list of all candidates validly nominated, together with details of their qualifications and the names of their sponsor, seconder and supporters, to be issued to all members of the Institute not less than 28 clear days before the date of the AGM with the Notice for that meeting.
- 8.2 Names of candidates included on the list will be in alphabetical order by last name. Where two or more candidates share the same last name, these candidates will be listed alphabetically by first, or where necessary second, name.

9. Uncontested Election

- 9.1 In the event that the number of candidates does not exceed the number of vacancies, the Election will be declared uncontested but the candidates will be presented to the financial members of the Institute for endorsement by vote and such candidates must have simple majority of votes cast.

10. Unfilled Vacancies

- 10.1 In the event that there are insufficient candidates to fill the vacancies, Council will co-opt some members to fill the vacancies until the date of the Annual General Meeting in the following year. A member co-opted to serve on Council must have been a member of the Institute for at least three years prior to the date of co-option, remain a member throughout their period of office, be aged not less than 30 during their term of co-option and not be disqualified under Rule 3 above. The names of any co-opted members of Council will be announced by the President at the AGM or soon after any co-options are made, where this occurs after the date of the AGM.

11. Contested Election

- 11.1 In the event that there are more candidates than the number of vacancies, there will be a contested election.

12. Method of Election

- 12.1 A contested election will be conducted by electronic voting of the Institute membership.

13. Candidate's Written Election Address

- 13.1 Council shall require each candidate to submit a written (statement) address to the membership of the Institute to support his or her election candidature. This address may be up to 200 words in length and will be provided by the candidate with his nomination form.

The word count **is strictly applied** to ensure equal opportunity for all candidates to promote themselves while keeping the statements brief and to the point for the benefit of the electorate

- 13.2 Council also requires that the date of birth and a photograph of the candidate should accompany the election address together with the names of the candidate's sponsor, seconder and two other supporters. The Nominating Committee may provide such further guidance for the content and length of the address as it considers appropriate.
- 13.3 The election address of each candidate cleared by the Nominating Committee will be issued to Institute members at the same time as the list of candidates nominated irrespective of whether the election is contested.

14. Electronic Voting

- 14.1 The Election shall be by electronic voting on the dates specified in the Time table for the Election in a particular year.
- 14.2 The names of the validly nominated candidates will be listed alphabetically by last name. In the event of two or more candidates having the same last name, those candidates will be listed alphabetically by first, and if necessary second, name.
- 14.3 The processes for the Council election will be published in the Institute's election/voting platform for the election.

15. Voting Platform

- 15.1 The voting platform together with the election address of each candidate will be hoisted on the Institute's website for each financial member of the Institute, who are financial on or before 31st of March every year and will have access to the e-voting portal not later than a day before commencement of voting in the year of the AGM. However, they would not be able to access the 'back-end' of the portal
- 15.3 The accidental failure to issue any document relating to the election will not invalidate the election.
- 15.4 The Nominating committee shall reject any vote that contravene any instruction for the electronic voting.
- 15.8 No member shall vote by more than one means in any one election.

16. The Nominating Committee

- 16.1 The Nominating Committee shall count the votes cast at its meeting to hold by 12 noon of the day before the AGM.

17 Determining the Result of the Ballot

- 17.1 The Chairman of the Nominating committee will deliver the result of the electronic voting on the day of the AGM.
- 17.2 The result of the election will not be disclosed to any individual or organization prior to its formal declaration at the AGM.
- 17.3 The announcements by the Chairman of the Nominating committee shall otherwise be conclusive notwithstanding any irregularity or informality in the election.

18. Equality of Votes

- 18.1 In the event that there is an equality of votes between candidates for any vacancy, there shall be a run-off election at the AGM.

19. Objections as to the right of a member to vote

- 19.1 Any objection to the right of a member to vote in the ballot shall be made not later than three (3) weeks after the issue of voting paper, such objection(s) will be considered by the Nominating Committee and the decision of the Committee shall be final.

20. Declaration of Result

- 20.1 The Chairman of the Nominating committee will declare the result of the election

at the Annual General Meeting.

21. Canvassing

21.1 No campaign in any form shall be allowed.

A written election statement shall be provided by each candidate to support his/her candidature (max. 200 words), according to Rule 13.1 above

The following rules shall apply to the election statement:

- a) Statements that give the impression of "electioneering" or "canvassing" are considered by Council to be unprofessional and therefore not permitted. As a general rule, declarations such as "when elected" or "if elected" are not acceptable.
- b) As a professional body CIS believes in high professional standards and ethics, and indeed enforces these within its own membership. Similar ethical and professional standards are to be applied to the election processes.
- c) In the unlikely event that these standards are not adhered to or disregarded, or if the rules are breached, the Head of Legal & Ethical Compliance Services will liaise with the candidate to edit and agree on the final statement.
- d) In the event that the candidate refuses to amend his/her statement or an agreement is not reached, the matter would be referred to the Nominating Committee, who will be authorised to take whatever action it deems fit against the relevant candidate.
- e) If any rule of the election is breached, candidates could be disqualified by the Nominating Committee before, during or after the election.

22. Term of Office

22.1 Candidates elected to Council will usually serve for a period of 3 years. However, any member co-opted to fill a casual vacancy will serve until the next Annual General Meeting of the Institute.

23. Commencement of Office

23.1 A newly elected member of Council takes office from the end of the AGM at which his election is announced.

24. Commencement date.

24.1 To commence immediately upon approval by Council (December 16, 2020).