



CONFIDENTIAL

ANNEXURE

**MANGAUNG METROPOLITAN
COUNCIL**

PAGES A1 – 26

**TUESDAY
JANUARY 24, 2017**

**MANGAUNG
METROPOLITAN
MUNICIPALITY**

Members are kindly requested
to retain this annexure for use
with the minutes

Bram Fischer Building
BLOEMFONTEIN
JANUARY 20, 2017

Your Ref:

Our Ref:

Room 701, Bram Fischer Building

Date: 18 January 2017

Clr Mxolisi Siyonzana
Speaker
Council item

REVIEW AND AMENDMENT OF WARD COMMITTEE CONSTITUTION AND CODE OF CONDUCT AND THE PROCEDURAL MANUAL FOR THE NOMINATION AND ELECTION OF WARD COMMITTEES

1. Purpose

The purpose of the report is to submit for Council approval proposals on the review and amendment of the following policy documents, namely, (1) Ward Committee Constitution and Code of Conduct and (2), Procedural Manual for the Nomination and Election of Ward Committees.

2. Discussions

The Council that was held on the 9 November 2016 resolved and adopted the establishment of ward committees for Mangaung Metropolitan Municipality for the term 2016 – 2021. As part of the resolution, Council approved documents that assist with the process of nomination, election and management of ward committees in the form of (1) Ward Committee Constitution and Code of Conduct and (2), the Procedural Manual for the Nomination and Election of Ward Committees. As soon as the processes of the establishment was commenced and after some concerns were raised by some stakeholders, it was then realised that the mentioned documents needs some review and possible amendments to address or deal with those concerns. In the main the concerns relate to the restrictive or exclusionary clauses of the documents in relation to age and economic status of candidates for ward committees.

The proposed amendments are as follows:

2.1 Ward Committee Constitution and Code of Conduct

- Clause 4.1.

- Clause 5.1.
- Clause 5.8.

2.2 Procedural Manual for the Nomination and Election of Ward Committees

- Paragraph 2 of Bullet 2(Eligibility of Ward Committee candidates).

3. Recommendations

It is therefore recommended that:

3.1 Council approves the proposed amendments to the (1) Ward Committee Constitution and Code of Conduct and (2), the Procedural Manual for the Nomination and Election of Ward Committees as contained in paragraph 2 above.

Submitted by:



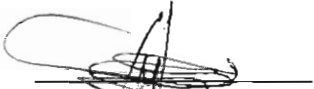
Bonga Mncube
Secretary of Council

Recommended / ~~not recommended~~



Adv. Tankiso Mea
Acting City Manager

Approved / Not approved



Clr Mxolisi Siyonzana
Speaker



**WARD COMMITTEE
CONSTITUTION
AND
CODE OF CONDUCT**

CONSTITUTION

PREAMBLE

The South Africa legislative context is that citizens should be involved in decision-making as enhances developmental governance. This is particularly so in the local government sphere because it is at the forefront of service delivery and it is in direct contact with citizens. The White Paper on local government states that developmental is "local government committed with citizens and groups within the community to find sustainable way to meet their social, economic and material needs and improve the quality of their lives". On the other hand, the Municipal Structures Act provides for the establishment of community structures (ward committees) to enhance participation to deepen democracy. It proposes a de-centralised form of decision-making.

However, a huge gap exists between the stated intentions of these policies and actual practice. The Mangaung Metropolitan Municipality, through its commitment to deepening democracy and building its relationship with its constituency, has embarked on a project of building and strengthening the relationship between itself with itself and the constituency it represents and serves. The key result areas of this project are the following:

- Structured, systematic participation of communities in governance issues;
- Communities understanding their obligation in paying for municipal services
- Council managing consumers of municipal services as important clients; and
- Sustained communication mechanisms established so that problems, complaints and conflicts that threaten relations, can be resolved procedurally.

Mangaung Metropolitan Municipality therefore resolves to establish Ward Committees in the following way:

1. DEFINITION

A Ward Committee is an elected body which aims to deepen democracy, and it is:

- 1.1 A community based structure.
- 1.2 Inclusive of all organisation, sectors, and independent individuals in the community.
- 1.3 A facilitating forum representing community interest to the Council.
- 1.4 A voluntary structure which is defined by the needs and conditions of the community.
- 1.5 Transparent and accountable to the community as a whole.
- 1.6 A forum where ideas can be discussed and information shared.
- 1.7 A link between the community and the Council.
- 1.8 A committee of the Council.

2. NAME

The Committee shall be known by ward number.

3. OBJECTIVES OF THE WARD COMMITTEE

- 3.1 To express the needs and concerns of the residents within the ward.
- 3.2 To identify development priorities within the ward.
- 3.3 To promote and facilitate interaction between the Council and the community in a particular ward.
- 3.4 To respond to the concerns of the residence within the ward.
- 3.5 To involve the residents in the ward in identifying and prioritizing needs.
- 3.6 To identify resources in the ward for meeting the development needs.
- 3.7 To promote accountability of the Municipality to the residence of the ward
- 3.8 To assist residents in the ward to request Municipal services, taking into account the financial capacity of the municipality and other development projects being executed within the other ward.
- 3.9 To participate in the development of their areas.
- 3.10 To monitor municipal programmes and services in line with the policy of Council.
- 3.11 To foster good relations between the Council, community and all other sectors and institutions within the community.
- 3.12 To establish sub-committees as required to deal with issues such as health, transport, sports, education etc. and may for this purpose co-opt other persons from the ward with skills in particular relevant fields.
- 3.13 To assist in establishing programmes that will effectively deal with poverty, crime and other social ill etc.

- 3.14 To promote friendly relations between the residence in its ward, the Municipality and community organizations.
- 3.15 To deliberate on issues affecting the ward, and to take decisions through consensus that will be submitted by the Chairperson to serve as recommendations before the Council.

4. ESTABLISHMENT OF THE WARD COMMITTEE

- 4.1 A Ward Committee shall be established in each ward and shall be inclusive of disabled, youth and at least 50% of women.
- 4.2 A ward Committee shall consist of:
 - 4.2.1 A Ward Councilors, who must be the chairperson of the Committee.
 - 4.2.2 Not more than 10 (ten) other people elected to serve in a ward committee, provided that the only other additional members shall be those persons co-opted in terms of paragraph 3.12 above.
- 4.3 The office-bearers of the Ward Committee shall appoint:
 - 4.3.1 A Secretary.

5. ELIGIBILITY OF WARD COMMITTEE MEMBERS

A person is eligible to be elected as a Ward Committee member if he/she complies with all of the following requirements:

- 5.1. He/she must be at least 18 years or older ~~but not above 55 years old on the date of the election.~~
- 5.2. He/she must be a South African citizen with a bar-coded identity document.
- 5.3. He/she must reside in the specific ward that he/she is availing himself/herself to be elected.
- 5.4. He/she must be a registered voter in the specific ward that he/she is availing himself/herself to be elected.
- 5.5. He/she must not have a criminal record or has been convicted of an offence and sentenced to imprisonment without the option of a fine for a period of not less than twelve months.
- 5.6. He/she must be properly nominated in accordance with the procedural manual for elections of Ward Committees.
- 5.7. He/she is not the employee of the Municipality.
- ~~5.8. He/she must not be in permanent employ of any institution/company.~~
- 5.9. He/she must not be in arrears to the municipality for rates and service charges for a period longer than three months.
- 5.10. He/she must not be an un-rehabilitated insolvent.
- 5.11. He/she must not be under curatorship.
- 5.12. He/she must not be of unsound mind or have been declared so by a competent court cannot be elected.

- 5.13. He/she must be active in the sector they represent and should be motivated to work on the ward committee by their commitment to working for a better life for their constituency.

6. ROLES AND DUTIES

A Ward Committee may make recommendations on any matter affecting its ward to the Ward Councillor or through the Ward Councillor to the Speaker, Executive Mayor and the Municipality.

- 6.1 A Ward Committee must have such duties and responsibilities as may be delegated to it by the local council in terms of Section 59 of the Municipal Systems Act, 2000.
- 6.2 To create formal and unbiased communication channel as well as co-operative partnerships between the community and the Council. This may be achieved as follows:
- 6.2.1 Advise and make recommendations to the Ward Councillor on matters and policy affecting the ward.
 - 6.2.2 Assist the Ward Councillor in identifying challenges and the needs of residents.
 - 6.2.3 Spread information in the ward concerning municipal affairs such as the budget, community based planning (CBP), integrated development planning (IDP), service delivery improvement plan options and municipal properties.
 - 6.2.4 Receive queries and complaints from ward residents concerning municipal service delivery, communicate it them municipal Council and provide feedback to the community on the Council's response.
 - 6.2.5 Ensure constructive and harmonious interaction between the municipality and community through the use and coordination of ward residents meetings and other community development forums.
 - 6.2.6 Interact with other forums and organisations such as community policing forums, clinics committees and street committees etc. on matters affecting the ward.
 - 6.2.7 To serve as a facilitating agent for community activities. This may be achieved as follows:
 - a) Attending to all matters that affect and benefit the community.
 - b) Acting in the best interest of the community.
 - c) Ensure the active participation of the community in:
 - 1) Service payments.
 - 2) The integrated development planning (IDP), performance management system (PMS) and community based planning (CBP) processes.
 - 3) The municipality's budgetary process.
 - 4) Decisions about the provision of municipal services.
 - 5) Decisions about by-laws.
 - 6) No executive powers must be delegated to Ward Committee members.
 - 7) A Ward Committee may express dissatisfaction to the Speaker, on the non- performance of a Ward Councillor.

- 8) A Ward Committee may, subject to availability of capacity and resources, conduct an annual satisfaction survey in order to assist the municipality and Ward Committee in the execution of its duties and responsibilities. The satisfaction survey should be administered in the ward by Ward Committee members and Community Development Workers under the supervision of the Ward Councillor and with the administrative support of the municipality.

7. Chairperson

The duties of the Chairperson shall be:

- 7.1 To chair all meetings and maintain order during such meetings.
- 7.2 To determine the dates for all meetings and liaise with the Secretary in this regard.
- 7.3 To provide leadership to the Ward Committee.
- 7.4 To coordinate the various functions of the Ward Committee.
- 7.5 To link a Ward Committee with various role-players such as the municipality.
- 7.6 To monitor Council's programmes in that particular Ward.
- 7.7 To ensure smooth functioning of the Ward Committee.
- 7.8 To lead all delegations to Council on various issues that affects the ward.
- 7.9 To nominate in a fair manner, members to serve on the other bodies including other committees of the Council as a representative of the ward committee, if applicable.
- 7.10 To ensure that reports on the activities of the Ward Committee are compiled and submitted to the Council on a monthly basis, or such intervals as may be determined by the Council.
- 7.11 To ensure that the conduct of members are such to enhance the image and name of the ward and the Municipality.

8. SECRETARY

The duties of the secretary shall be:

- 8.1 To convene and attend all of the Ward Committee in consultation with the Chairperson.
- 8.2 To take minutes of such meetings.
- 8.3 To ensure that a proper filing system is put into place where all documents and records of the Ward Committee's activities are kept.
- 8.4 To carry out other reasonable instructions as may be given to the Secretary from time to time by the Ward Committee.
- 8.5 To compile the reports on the activities of the Ward Committee and submit it to the Council.

9. FINANCE

- 9.1 The financial administration will be done by the Chief Financial Officer of the Mangaung Metropolitan Municipality in order to allow the Committee to fund raise in terms of the legal framework. The Chief Financial Officer will ensure that the financial records are audited and presented to the Speaker for distribution to the Ward Committees.
- 9.2 The duties of the Chief Financial Officer shall be:
- a) To keep all financial records.
 - b) To manage financial transactions on behalf of the organization.
 - c) To provide the Speaker with financial report on a monthly basis.
 - d) Expenditure will be subject to actual income of the Ward Committee, and approval of the ward councilor and the transformation manager or his delegate will be necessary before any payments can be affected.

10. ELECTION OF MEMBERS OF WARD COMMITTEES

The nomination and election of members of Ward Committees shall be done in accordance with the procedures as determined by the Mangaung Metropolitan Municipality from time to time.

CODE OF CONDUCT

1. GENERAL CONDUCT

A Ward Committee member must:

- 1.1 Comply with the provisions of Rule 29 of the Standing Rules and Orders of the Mangaung Metropolitan Municipality and the code of conduct for Councilors as contained in Schedule 1 to the Local Government: Municipal Systems Act, (No 32 of 2000).
- 1.2 Perform the functions of office in good faith, honesty and transparent manner.
- 1.3 At all times act in the best interest of the community.
- 1.4 Refrain from doing anything that will cause him or her to interfere with the affairs of the administration of the Council or to obstruct any Council official in the exercise of an official duty.
- 1.5 Refrain from participating in any activities that are directed at or are aimed to undermine the efficiency, good name, standing in the community and the integrity of the Council, any of its committees and the administration.
- 1.6 Refrain from participating in activities that are aimed at or that may instigate the members of the community against the Council.
- 1.7 Refrain from participating in conduct in any manner whatsoever that will or may endanger the lives of other members of Ward Committees, Councilors or employees of the Council.
- 1.8 Ward committee members are expected to wear their name tags during working hours.
- 1.9 Refrain from wearing political party regalia during working hours.

2. ATTENDANCE OF MEETINGS

- 2.1 A Ward Committee member must attend each meeting of the Ward Committee and of a sub-committee which he or she is part of, except in cases when leave of absence is granted by the committee based on the reasons offered by the person.
- 2.2 If and when a Ward Committee member is absent from three consecutive Ward Committee meetings without leave, or from six or more consecutive Ward Committee meetings with leave, the committee may decide to recommend to the Speaker to terminate the membership of the Ward Committee of such member on such grounds. The decision of the Speaker on the matter is final.
- 2.3 Members of the public or the co-opted members of the sub-committee may attend the meetings of the Ward Committee to observe the proceedings or to make presentations: Provided that the committee may request such presentations to be made in writing, provided further that members of the public or the co-opted members may not take part during the deliberation, nor be afforded the opportunity to vote, should the matter be put to the vote.

- 2.4 Officials of the Council through the departmental heads concerned, may be requested to attend and address a meeting of a Ward Committee to provide clarity on relevant issues, but may not vote on the issue.

3. PERSONAL GAIN

- 3.1 A Ward Committee member may not use the position or confidential information obtained as a member, to private gain or to improperly benefit another person.
- 3.2 A Ward Committee member may not take up an issue on behalf of another person for a fee or other personal gain.

4. REWARDS, GIFTS AND FAVOURS

- 4.1 A Ward Committee member may not request, solicit or accept any reward, gift or favour for:
- 4.1.1 Persuading the Councillor or any Council committee in regard to the exercise of any power, function or duty.
 - 4.1.2 Making a representation on behalf of the community or committee to the Council or any committee.
 - 4.1.3 Disclosing privileged or confidential information.

5. UNAUTHORISED DISCLOSURE OF INFORMATION

A Ward Committee member may not without the permission of the Ward Committee or sub-committee disclose any privileged or confidential information of the Council or Ward Committee to any unauthorized person.

6. BREACHES OF CODE

- 6.1 Should it be alleged that a member of the Ward Committee has breached any of the provisions of the Code of Conduct or the Constitution, or should a verbal or written allegation be made of such a breach, the Ward Committee may with the approval of the Speaker:
- 6.1.1 Investigate and make a finding on alleged breach of this code and the Constitution; or
 - 6.1.2 Establishes a special sub-committee.
 - a) To investigate and make a finding on alleged breach of this code and the Constitution.
 - b) To make appropriate recommendations to the Ward Committee.
- 6.2 If the special sub-committee or the Ward Committee itself makes a finding that the Ward Committee member has breached a provision of this code or the Constitution,

- the Ward Committee must, based on the proposal of the special sub-committee if any, make a recommendation to the Speaker to instigate disciplinary proceedings.
- 6.3 The Speaker will constitute an investigation team to investigate the allegation and to submit a report on the issued to the Speaker within ten days.
- 6.4 Depending on the contents of the report, the Speaker will within ten days of receiving the report, appoint a disciplinary committee as well and a chairperson of the committee, to consider the matter. The disciplinary hearing will be conducted in accordance with the rules of natural justice and the following procedures will be followed:
- a) The Speaker will appoint the prosecutor.
 - b) The prosecutor may call witnesses, produce documents during the hearing in support of his or her case and cross examine the accused member or witnesses called by the accused member.
- 6.5 The accused member may testify him or herself may call witnesses in his or her defense and may cross examine witnessed called by the prosecutor.
- 6.6 After hearing all the evidence and perusing the documents, and on finding the accused member guilty of the charge, the disciplinary committee may take any one or more of the following recommendations to be imposed by the Speaker:
- a) Issue of formal warning to the Ward Committee member.
 - b) Reprimand of the Ward Committee member.
 - c) Suspend the Ward Committee member for a period.
 - d) Remove the Ward Committee member from the committee.
- 6.7 The Speaker shall thereafter report the outcome of the disciplinary proceedings to the Council at the first ensuing the meeting of the Council.
- 6.8 The Ward Committee shall inform the community in the ward of the outcome of the disciplinary proceedings.
- 6.9 Any alleged breaches of the code by the Ward Councillor must be reported to the Speaker who must thereupon deal with the matter in terms of the applicable policies and legislation.

7. ROLE OF THE COMMUNITY

- 7.1 If the community in a ward is dissatisfied with conduct of a Ward Committee member, they can:
- 7.1.1 Report such member to the chairperson of the Ward Committee.
- 7.2 The Ward Committee must deal with the report or petition so received in terms of the provisions of paragraph 6 above.



**PROCEDURAL MANUAL
FOR THE
NOMINATION AND ELECTIONS
OF
WARD COMMITTEES**

November 2016

1. Introduction

The credo for local government in the post 1994 dispensation is to bring local government closer to the people. In order to give effect to this, legislation requires of a municipality to develop a culture of Municipal governance that compliments formal representative government with a system of participatory governance. This implies that a municipality is compelled to encourage and create conditions where local communities can participate in the affairs of the municipality.

The establishment of ward committees is the first step towards a system of participatory local governance, as these committees will serve as an important link between the community and the municipality.

Once a ward committee has been established the committee will perform the following functions:

- a) Express the needs and concerns of the residents within the ward it presents.
- b) Identify development priorities in the ward.
- c) Establish dialogue with the Council, through the ward councillor, to ensure that the municipality:
 - Responds to the needs and concerns of the residents within the ward.
 - Involves the residents in the ward in identifying and prioritizing needs.
 - Identifies resources in the ward for meeting needs.
 - Promotes accountability of the municipality to the residents of the ward.
 - Assist residents in the ward to access municipal services.
- d) Monitor municipal programmes and services in its ward.
- e) Promote good relations between the residents in its ward, the municipality and community organisations.

In order to ensure the success of the ward committee system it is essential that the residents in a ward elect those persons who they believe will be able to make

a meaningful contribution towards the quality of their lives, in a democratic manner.

Each ward will be required to elect 10 persons from their constituency that will serve on the ward committee, at a meeting or meetings that will specifically be held for this purpose at one or more venues inside each ward.

In light of the above-mentioned, this manual aims to structure the process of establishing ward committees in the Municipality by outlining the nomination and electoral system applicable to the election of ward committee members.

Perform all other roles and functions as indicated in the Constitution and Code of Conduct for Ward Committees.

2. Eligibility of Ward Committee candidates

A person is eligible to be elected as a Ward Committee member if he/she complies with all of the following requirements:

- He/she must be at least 18 years or older. ~~but not over 55 years old on the date of the election.~~
- He/she must be a South African citizen with a bar-coded identity document.
- He/she must reside in the specific ward that he/she is availing himself/herself to be elected.
- He/she must be a registered voter in the specific ward that he/she is availing himself/herself to be elected.
- He/she must not have a criminal record.
- He/she must be nominated in accordance with paragraph 3 of this manual.
- He/she is not the employee of the Municipality.

3. Nomination procedure

A person will only be accepted as a candidate if he/she complies with each one of the criteria as outline in paragraph 2 above.

The appendix 1 (Nomination of candidate to serve on ward committee) and Appendix 2 (Acceptance of nomination by a ward committee candidate) forms must be used for all nominations, whilst the Appendix 3 (Proof of registration as voter for ward committee elections) form is only necessary for those candidate who are not in possession of registration as a voter.

The above-mentioned forms will be available from-

- a) A prescribed venue and person in each of the respective wards identified by each ward Councillor. (These venues will be made known to the public as soon as possible).
- b) Ward Councillors; and/or
- c) The following municipal offices:

The nomination procedure is as follows:

- a) A candidate can only be nominated by another person who is eligible to vote in the election of that specific ward (see paragraph 6).
- b) A candidate's nomination must be and signed by the nominator and seconded by twenty (20) persons who are eligible to vote in the election of that specific ward.
- c) The candidate can only be nominated by means of the Appendix 1 form.
- d) The Appendix 1 form must be completed and signed by the nominator (1) and the twenty (20) other persons who have seconded the candidate.
- e) The Appendix 1 form must be supported by all the documentation as prescribed on the form.
- f) A registered voter may not nominate or second more that ten (10) candidates in a ward.
- g) The candidates must accept his nomination by completing an Appendix 2 form.
- h) The appendix 2 form must be supported by all the documentation as prescribed on the form.
- i) The Appendix 1 and Appendix 2 forms, with the prescribed supporting documentation, must be submitted together, in a sealed envelope, by 12:00

on the last day of nominations to the offices mentioned below. Nomination dates for the 2016 elections are (30 November 2016).

- Office of Speaker
 - Municipal offices
 - A prescribed venue and person in each of the respective wards, identified by the ward councillor. (These venues will be made known to the public as soon as possible).
- j) The appointed municipal officials or persons appointed by the ward councillor in a ward must keep a record of all nominations received in the form of Appendix 4 and issue a receipt for every nomination submitted to him/her.
- k) No late nominations will be accepted.

4. Verifications of nominations

All nominations will be checked and verified by an Election Task Team under the leadership of the City Manager.

All the candidates whose nominations do not comply with the prescribed procedure in paragraph 3 above will be contacted by the **7th December 2016** in order to have them rectify their nominations.

Candidates whose nominations do not comply with the prescribed procedure will be given until 12:00 on **9th December 2016** to rectify their nominations.

No rectified nominations will be accepted after the said date and time.

The Election Task Team will transfer the names of the accepted candidates to the Appendix 6 forms (Election of ward committee members' result) in alphabetical order for each one of the respective wards for the purposes of the election of ward committee members.

5. Proof of registration as a voter

A certified copy of the page of a candidate's identity document, which contains his or her IEC registration receipt (bar coded or manual receipt which indicates the voting district number), will be accepted as proof that the candidate is a registered voter in a specific ward, provided that the voting number is clearly legible on the certified copy.

The Appendix 3 form (proof of registration as voter for ward committee election) must be submitted by candidates who are not in a possession of an IEC bar-coded or manual registration receipt.

The City Manager or his designate(s) will certify Appendix 3 forms at Mangaung Municipal Offices during normal office hours (see paragraph 10).

6. Who may vote for Ward Committee members

In order to vote during the ward committee elections a person must:

- a) Be at least 18 years old on the date of the election
- b) Permanently reside in the ward
- c) Be registered as a voter on the national common voters roll in the specific ward for which the ward committee is being elected.

The presiding officer or municipal electoral staff may request a member of the public attending the meeting where ward committee members are being elected to provide proof of registration as a voter in that specific ward if a voter's eligibility to vote is challenged by any person in that meeting. The presiding officer's ruling, with regard to the person's eligibility to vote, will be final.

7. Electoral procedure

- The members of a ward committee will be elected at a meeting or meetings that will be held specifically for this purpose in every ward.

- The members of a ward committee will be elected through a process of secret ballot at the venue and place identified by the Municipality.
- The City electoral staff will be responsible for the running of the election process.
- Each person wishing to vote will request and will be issued with a ballot paper and shall be allowed to vote for the candidate of his/her choice.
- Ballot boxes will be made available at the venue.
- Only persons registered as voters in a specific ward, who can prove registration as voters in specific ward, who can prove registration as a voter by means of the IEC registration in their identity documents, as well as the media and representatives of community organisations, who have applied for observer status to the City Manager before the actual elections, and municipal electoral staff will be allowed inside the venue.
- The City electoral staff or officials with the support of the Ward and PR Councillor or allocated to every ward by the Speaker will be responsible for the process of elections.
- The initial formal meeting procedure will be followed for a period not exceeding forty-five (45) after the opening of the election venue. Thereafter members of the public will be allowed to cast their votes and leave the venue until it is closed in the evening. The procedure that will be followed for the election of ward committee is the following:
 - a) The Ward Councillor or chairperson will introduce himself/herself to the meeting. Thereafter he/she will briefly explain the purpose of the meeting as well as the ward committee constitution and code of conduct to the meeting.
 - b) The chairperson will read the names of all the candidates as they appear on the Appendix 6 form.
 - c) The chairperson must explain the following to the meeting:
 - Who is eligible to vote.
 - That each eligible voter can vote for 10 candidates; and
 - The voting procedure (the use of a ballot paper).
 - d) The chairperson must ask if there is any person that would like to object to any person participating in the election of the ward committee members (i.e. voting).

- e) The chairperson must then request the member of the public to whom an objection was raised to submit his/her proof of registration as a voter in that specific ward. The chairperson's ruling, with regard to the person's eligibility to vote will be final.
- f) The chairperson will declare when voting must commence once all the formalities have been complied with.
- g) The chairperson must remind the meeting that they are only allowed to vote for a maximum of ten (10) candidates.
- h) No person may assist another one during the voting process and only the chairperson or municipal electoral staff may assist those persons requiring assistance.
- i) The voters at the meeting are requested to mark their ballot papers and throw the ballot paper into the ballot box before they exit the venue.
- j) All ballot boxes are sealed and transported to a central venue identified for purposes of counting. At the venue the ballot boxes are opened in front of all persons allowed to be at the venue and the votes allocated to each candidate by means of Appendix 5.
- k) The chairperson must then record the number of votes cast for every candidate in the Appendix 6 form.
- l) All the spoilt ballot papers will be recorded separately.
- m) The chairperson must announce the number of votes each candidate accrued during the election before submitting the result to the City Manager.
- n) The chairperson must sign the Appendix 6 form and submit it to the City Manager within 24 hours after the election.
- o) The City Manager must add the results of the elections together where more than one meeting was held in a ward; and
- p) The City Manager and/or the Speaker must announce the results of each ward within seven days after the last constituency meeting was held for the purpose of electing a ward committee

8. Determining whether a voter is registered in a specific ward

The bar-code receipt as well as the hand written receipt issued to a person upon registration as a voter by the IEC contains the voting district (VD) number in which a person is registered. This number can be used to determine if a person is a registered voter in a specific ward.

9. Duties of Ward Councillors

In order to ensure the success of the ward committee elections it is expected of each ward councillor to:

- a) Ensure a suitable venue(s) in his/her ward for the information sessions to be held between the **(date)** and for the elections of his/her ward committee.
- b) Identify a suitable venue, a person and times in his/her ward where the members of the community can collect the prescribed nomination forms.
- c) Identify a suitable venue, person and times in his/her ward where the members of the community can submit the completed nomination forms.
- d) Inform the City Manager and Office of Speaker of (a), (b) and (c) above as soon as possible.
- e) Arrange at least one community meeting in his/her ward before the closing of nomination on the **(date)** to inform the community of the election of ward committee members.

10. Certification of appendix 3 forms

10.1 The following offices can certify Appendix 3 forms:

- Office of Speaker
- All municipal officials with commissioner oaths authority
- Police Stations

11. Election date

Elections in our four (4) regions will be held as follows:

Date	Activity
Thaba Nchu	
Botshabelo	
Bloemfontein North	
Bloemfontein South	

12. Filling of vacancies

- 12.1 A casual vacancy arising in a ward committee is filled by the candidate who received the eleventh most votes during the original ward committee elections.
- 12.2 Any subsequent vacancies are filled by the next person who received the most votes during the elections.
- 12.3 Only when the supply of candidates has been exhausted, will a further election be held.
- 12.4 The elections will be conducted in accordance with the procedures as prescribed in this Manual.

APPENDIX 1

MUNICIPALITY

NOMINATION OF CANDIDATE TO SERVE ON WARD COMMITTEE

Election date: _____ Ward: _____

I, _____ (ID No) _____

hereby nominate _____ with ID Number: _____

to contest the above-mentioned election as a ward committee member.

Attached is –

- a) The prescribed acceptance of nomination signed by the ward committee candidate;
- b) A certified copy of the page of the ward committee candidate's identity document on which the candidate's photo, name and identify number appears;
- c) Proof of the ward committee candidate's as a voter in this specific ward (a certified copy of the page of his/her identity document which contains his/her registration receipt or a certified Appendix 3 form).

DETAILS OF NOMINATOR AND SECONDDERS

	Initials and Surname	Address	ID No.	Signature
Nominator				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				
Seconded by				

Seconded by				
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APPENDIX 2**MANGAUNG METROPOLITAN MUNICIPALITY****ACCEPTANCE OF NOMINATION BY A WARD COMMITTEE CANDIDATE**

Election date: _____ Ward: _____

I, _____ (ID No) _____

hereby accept my nomination as a ward committee candidate by _____
(Note: Insert name of nominating individual).

My contact particulars are as follows:

Tel: (h) _____ (w) _____ (mobile) _____

Home address: _____

_____Work address: _____

Attached is:

- a) A certified copy of the page of my identity on which my, name and identify appears.
- b) Proof of my registration as a voter in this specific ward (a certified copy of the page of my identity document, which contains my registration receipt or a certified Appendix 3 form).

Place: _____ Date _____

Signature of candidate

APPENDIX 3

MANGAUNG METROPOLITAN MUNICIPALITY

PROOF OF REGISTRATION AS VOTER FOR WARD COMMITTEE MEMBERS

Election date: _____ Ward: _____

Particular of applicant

Full name	
Identity document number	
Date of birth	
Address (where ordinarily residents)	

I hereby declare that my address given above is situated within the ward as given above.

I further declare that I am a registered voter in the above-mentioned ward and that I am not in possession of proof of registration as a voter.

I request that my particulars on the voter's roll be checked and confirmed.

Signature of applicant

OFFICE USE ONLY

CERTIFIED PROOF OF REGISTRATION AS VOTER

I certify that the above-mentioned is registered /not registered as a voter in ward _____ of the Municipality.

He/she is therefore eligible/not eligible to vote for ward committee members in Ward _____

City Manager

Date: _____

APPENDIX 4

MANGAUNG METROPOLITAN MUNICIPALITY
RECORD OF NOMMINATIONS RECEIVED FOR WARD COMMITTEE
MEMBERS

Election date: _____

Ward: _____

Name of Candidate	Name of person who submitted nomination	Contact number of person who submitted nomination

COUNTING OF VOTES CONTROL FORM

25

APPENDIX 6

MANGAUNG METROPOLITAN MUNICIPALITY
ELECTION OF WARD COMMITTEE MEMBERS RESULT FORM

Election date: _____ Ward: _____

Municipal Electoral Officer: _____ Venue: _____

Date of meeting: _____ Time: _____

Name of Candidate	Number of votes cast for candidate	Candidate's ranking in order number of votes cast

I hereby declare that the above results are correct.

Signed by : Secretary of Council