

## RULES OF PROCEDURE FOR ELECTION OF LAMAS EXECUTIVE COMMITTEE

### 1.0 INTRODUCTION

These rules are made by the Executive Committee in terms of powers vested in the said Committee by provision 15.1 of the Local Authority Managers Association (LAMAS) Constitution of 1998.

### 2.0 GENERAL REQUIREMENTS

This section provided guidance of caliber of persons to be elected to Leadership position in LAMAS and the expectation once elected.

#### 2.1 Guidelines for Evaluation of Candidates

LAMAS will elect members who will provide a balanced Principal Committee that represents the profession, the different grouping of Urban Local Governments and those served by it. LAMAS will use the following criteria to nominate suitable candidates:

- Experience in local government
- Experience at Municipality CEO level for President Position.
- Service to LAMAS and its affiliates
- Diversity in the nominees and the continuing board members with whom they will serve in terms of geography, gender, position, and size of local governments
- Demonstration of ethical behaviour
- Commitment to follow the election guidelines

#### 2.2 Expectations on LAMAS Service

LAMAS emphasizes that the election process for all will focus on identifying the best-qualified individuals who represent the wealth of experience and diversity of the Local Government profession. The Executive Committee is the image of LAMAS and requires active participation and a commitment of time and effort from each member throughout the two -year term. This includes regular attendance to at least four Committee meetings per year that may be convened as well as all LAMAS meetings. Committee members must be individuals whose commitments for the term is such that they will attend and participate fully in all the meetings of the committee and LAMAS.

## 2.3 Campaign Guidelines

- Campaigning at the election meeting is not permitted. It is inappropriate to circulate petitions or campaign material for campaign purposes. .
- Candidates will not use LAMAS communications, including electronic forums of LAMAS or its affiliate for campaigning. This extends to social media and online sites maintained by LAMAS such as Facebook, LinkedIn, Whatsapp, etc.

## 3.0 PRESIDING OFFICER FOR THE ELECTIONS

- 3.1 Immediately after the commencement of a meeting for the election of Office Bearers and after the members have signed the attendance register, The Director of Urban Government (DUG) shall be the Chairman of the Election Meeting.
- 3.2 The DUG shall remain as Chairman until all the office bearers whose positions are vacant have been duly elected.

## 4.0 PROCEDURE AT NOMINATION

- 4.1 After the Chairman of the meeting referred above has drawn the attention of the Members who are present to these rules, he shall call for nominations for the office of President of LAMAS.
- (a) Every nomination shall be in writing and shall be signed by the proposer and seconder, who shall be Members in good standing present at the meeting, and shall be accompanied by a declaration signed by the candidate that he accepts the nomination.
  - (b) Only members in good standing shall be nominated to serve in the Executive Committee.
  - (c) Every nomination shall be handed to the Chairman who shall proceed to verify the nominee standing and make it known to the meeting.
  - (d) Nomination of members not in good standing shall be disqualified by the Chairman.
- 4.2 If only one nomination is received, the Chairman shall allow a period of one minute to elapse to afford an opportunity for submitting further nominations.

- 4.3 If there are no further nominations, the Chairman shall declare the nominated candidate elected.
- 4.4 If there is more than one nomination, the election shall take place in accordance with the provisions of Section 5.
- 4.5 Every nomination shall be submitted in accordance with the appropriate form annexed hereto as the particular nomination may require. Adequate copies of the requisite nomination papers shall be made available to the meeting by the Chairman of the elective meeting.

## **5.0 CIRCUMSTANCES IN WHICH CANDIDATURE MAY BE WITHDRAWN**

- 5.1 No candidate may withdraw his candidate after voting has commenced but before the commencement thereof, any candidate may withdraw his candidate without the consent of the proposer or seconder.
- 5.2 If as a result of one or more withdrawals only one candidate remains, the Chairman shall declare such candidate elected.

## **6.0 CONDUCT OF THE BALLOT**

- 6.1 The ballot shall be conducted as follows:
  - (a) The Chairman of the meeting shall arrange that a blank ballot paper shall be handed to every Member.
  - (b) The ballot papers shall be of the same size and shall be identical in all other respects.
  - (c) Every Member shall record on the ballot paper the name of the candidate for whom he votes, fold it and place in the ballot box to be provided for the purpose
  - (d) After all the ballot papers have been placed in the ballot box, the Chairman shall nominate at least two counting officers not being voting Members to count the votes.
  - (e) The result of the ballot shall be recorded and signed by the counting officers and handed to the Chairman and he shall make the result known.
  - (f) If a candidate shall receive a majority of votes the Chairman shall declare such candidate elected.

(g) If no candidate shall obtain a majority:

- the name of the candidate who received the least number of votes shall be deleted and, if there are two more candidates with the least and equal number of votes, a ballot shall be held to eliminate one of such candidates by ordinary majority of votes and the names of the remaining candidates shall thereafter again be submitted to the meeting: Provided that where the ballot to eliminate a candidate results in an equality of votes it shall be decided by lot which candidates shall be eliminated and if thereafter a majority is not obtained, the foregoing procedure shall be repeated until only two candidates remain and if the result of this last ballot results in an equality of votes, the election shall be decided by lot.

(h) because all the candidates have received an equal number of votes, a ballot shall be held to eliminate by ordinary majority of votes one such candidates and the names of the remaining candidates shall thereafter again be submitted to the meeting and if a majority is not thereafter obtained the foregoing procedure shall be repeated: Provided that where the ballot held to eliminate one of the candidates by ordinary majority results in an equality of votes, the candidate to be declared by the Chairman shall be decided by lot.

6.2 Every voting Member present at the meeting shall vote

## 7.0 ELECTION OF SECRETARY

7.1 After the election of the President LAMAS shall proceed to elect the Secretary and the provisions of regulation 4.0 – 6.0 inclusive, shall apply mutatis mutandis

## 8.0 ELECTION OF OTHER OFFICE BEARERS

8.1 After the election of the Secretary, LAMAS shall proceed to elect the member and other officer bearers as necessary and the provisions 4.0 – 6.0 inclusive shall apply mutatis mutandis.

## 9.0 METHOD OF DECIDING BY LOT

- 9.1 Where an election is required to be decided by lot in terms of these rules, the Chairman of the meeting or a person authorized thereto by him, shall record the names of the candidates to be decided upon on separate pieces of paper of the same size and shape and appearance, fold them in a manner which will ensure that they will be identical in appearance and shall place them in the ballot box in the presence of the Chairman and the counting officers.
- 9.2 After he has closed the ballot and has thoroughly mixed the pieces of paper therein by shaking the ballot box, the Chairman of the meeting or a person authorized thereto by him shall, without looking into the ballot box and in the presence of the Chairman and the counting officers, draw, one at a time, so many of the pieces of paper from the ballot box as there are vacancies and shall hand each of them, one at a time, to the counting officer.
- 9.3 Every such piece of paper shall thereafter be signed by all the counting officers and be handed to the Chairman
- 9.4 After as many pieces of paper as there are vacancies have in this manner been handed to the Chairman he shall declare the Members whose names appear on the pieces of paper, as elected members of the Executive Committee.

## 10.0 PUBLISHING OF MEMBERS IN GOOD STANDING

The Treasurer shall publish the list of Towns whose members are in good standing prior to the election are held.

THUS APPROVED BY THE EXECUTIVE COMMITTEE AT A MEETING HELD ON  
THE 4 April 2017.



**G. MHLONGO**

**PRESIDENT**