



Silver Lakes Homeowners Association NPC
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TERMS OF REFERENCE

Name of Committee - Independent Electoral Committee (IEC)

Type - Ad hoc Committee

Authority - In terms of the Memorandum of Incorporation the Directors are authorised and empowered to appoint ad hoc committees as deemed necessary, and to delegate to such committees such powers and authorities as may be considered necessary.

Membership - The Committee shall consist of three volunteer members such members shall hold no other office in the Association and shall not be members of any other Committee linked to the Association. Committee members shall not be closely related to any member of the Board of Directors, management, staff or any candidate standing for election.

A member of the committee shall be temporarily disqualified to serve on the Committee where that member personally is in any dispute process with the Association, or where litigation with the Association is underway, which instances may be deemed to be a conflict of interest. Past disputes or litigation shall not automatically disqualify any Member of the Association from serving on the Committee.

Should an insufficient number of volunteers make themselves available to sit on the Committee, the Association shall appoint suitable independent Committee members to serve on the Committee.

Committee Leadership - The Committee shall elect its own Chairperson from amongst its members.

Purpose - To monitor the election campaign of candidates for the election of Directors, ensure the integrity of proxy voting, rule on any complaints regarding election and/or voting irregularities, verify the election results and generally execute all other mandates in terms of the Memorandum of Incorporation and Rules of the Estate to ensure free and fair elections of Directors.

Duties and Responsibilities - The Committee shall establish a transparent election process, which may include information sessions with the candidates and/or Members and establish director eligibility, bringing forth any concerns to the Association. The Committee shall oversee the proxy process including the validation of proxies.

Complaints related to the Director elections shall be dealt with by the Committee in terms of the Rules of the Association.

Meetings - The Committee shall meet as frequently as deemed necessary. A quorum for meetings shall be a majority of committee members. The Committee shall only function until the ensuing AGM.

Resources - The Committee shall have the authority to engage external consultants as it may deem necessary to carry out its responsibilities but only with prior approval from the Chief Executive Officer of the Association.

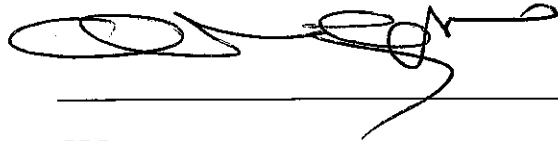
Minutes shall be kept of each committee meeting.

Confidentiality - Committee members shall keep confidential all information pertaining to matters dealt with by the Committee including all committee discussions. The obligation to maintain confidentiality continues to apply even after a person has left the Committee.

Review of the Terms of Reference - The Association shall annually review the terms of reference to ensure that it remains relevant.



Chairperson: Independent Electoral Committee



CEO

Date: 13 February 2018

Date: 13 FEBRUARY 2018