

Terms of Reference

INDEPENDENT ELECTORAL COMMITTEE (IEC)

Purpose

- A) To monitor the election campaign of candidates for the election of Directors as set out in the MOI.

The election campaign rules are as follows:

GENERAL GUIDELINES

- i. These Rules are meant to ensure fairness, keep order and preserve the integrity of the campaigns for the election of Directors. In general, candidates should try to maintain the "spirit of the campaign" which is an atmosphere of friendly competition with others and respect for the election process.
- ii. All candidates are responsible for their campaigns, which includes others whom they know are campaigning for them. It is the responsibility of all candidates to know the campaign rules and to ensure that their campaign helps follow the rules.
- iii. Campaigners may not violate the MOI/AOA or any other Rule or destructively interfere with:
 - the Independent Electoral Committee's responsibility to preserve the integrity of the election; and
 - other candidate's campaigns.
- iv. Campaigning is defined as publicly promoting one's candidacy. In terms of these rules, campaigning is limited to e-mailing. Any other campaigning activities will be at the discretion of the Independent Electoral Committee and must first be approved in writing by the Independent Electoral Committee.
- v. All candidates must be registered Members, or their duly authorised representatives, in good standing per the MOI/AOA, by the closing date for nominations, in order to be eligible for nomination.
- vi. If during the campaign a candidate's name is removed from the register of Members, or he or she ceases to be a Member in good standing, such candidate shall immediately cease to campaign.
- vii. Campaigners shall not in any way, except as provided for in these rules, utilise the Association's resources and shall be responsible for all their own costs.
- viii. Campaigners may not bribe Members or staff of the Association or Independent Electoral Committee or commit any other act which may unfairly influence the election process. Bribery is defined as the application of such influences (giving or accepting money or any other inducement or payment) in exchange for votes.
- ix. If someone is unsure if a particular activity violates these rules, he or she shall contact the Independent Electoral Committee for an official interpretation, which interpretation shall be final and binding.

CAMPAIGN RULES FOR OFFICIAL CANDIDATES

- x. No candidate may begin campaigning before the time set by the Association as the start of official campaigning.
- xi. Campaigners must follow all Association's Rules, including these rules.
- xii. Campaigners must abide by the following Rules in respect of e-mails:
 - candidates and campaign helpers may only send campaign e-mails to Members through the Association. The Association will in this respect, on behalf of all campaigners send out their e-mails simultaneously on pre-determined dates, by making use of the details of Members on its database.

PROCEDURE FOR COMPLAINTS

- xiii. Complaints related to observed irregularities that might have influenced the outcome of the elections shall be directed to the chairperson of the Independent Electoral Committee within 48 hours of the announcement of the election results.
 - xiv. The Independent Electoral Committee shall conduct an investigation to determine the validity of the complaint and impose any necessary sanction(s). This shall be completed within 2 (two) weeks of receipt of the complaint.
 - xv. The decision of the Independent Electoral Committee on any complaint shall be final and binding.
 - xvi. A violation of these rules may result in disqualification of the candidate. Members can at any time during the campaigning process direct complaints related to violation of these rules to the chairperson of the Independent Electoral Committee.
- B) To draw matters within its mandate to the attention of the Board if required.

The committee shall consist of persons who hold no other office in the Association and are not closely related to any member of the Board of Directors, Management or Staff.

Review of the Terms of Reference

The Committee will annually review the terms of reference to ensure that it remains relevant with the Committee's authority, objectives and responsibilities.