

# *Annexure 4*

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**University of Limpopo: Procedural Guidelines for  
Electronic Voting**

## Procedural Guidelines for Electronic Voting

<b>Title</b>	Procedural Guidelines for Electronic Voting
<b>Policy No.</b>	
<b>Approved by</b>	
<b>Effective Date</b>	
<b>Date for Review</b>	As provided for in the SRC Constitution
<b>Contact for support</b>	Student Representative Council
<b>Operational Manager responsible for the implementation</b>	Director: Student Life, Governance and Development
<b>Executive Manager responsible for monitoring</b>	Dean of Students
<b>Date approved</b>	

## Acronyms/Abbreviations

- a) **“External Election Scrutineers(EES)”**: - shall mean an independent external professional body which is appointed to manage the elections of the University SRC and Faculty Chairperson elections. The body must be composed of external people.
- b) **“External people”**: - shall mean any person who is not a staff member or student of the University.
- c) **“Student Representative Council (SRC)”**: - shall mean a structure elected according to the University of Limpopo SRC Constitution, to represent members of the student body at specified levels regardless of political, religious, cultural, gender or sexual orientation. The SRC shall refer to the University SRC and Faculty Chairpersons combined. The SRC shall also be known as the University SRC.
- d) **“Protection of Personal Information Act (POPIA)”**: - shall mean a fundamental human right to protect people from harm by protecting their personal information.

## **1. Introduction**

- 1.1. The Constitution of the Student Representative Council (SRC) provides for the functions of the External Electoral Scrutineers (EES) and the guideline document provides for mechanism of conducting elections electronically in line with the SRC constitution and other applicable Institutional Rules.

## **2. Guideline Statement**

- 2.1. The objective of the procedural guideline is to outline mechanisms and steps to be followed in conducting SRC elections through Electronic Voting System.

## **3. Purpose of the Guideline**

- 3.1. The guideline is intended to guide the process of electronic voting and provides direction as to how the electronic voting should unfold as provided for under Chapter Five (5) of the SRC Constitution.

## **4. Procedural Guidelines for Electronic Voting**

- 4.1. The EES shall conduct all electoral voting communication through a link that shall be provided on the University page titled "University of Limpopo SRC Elections".
- 4.2. The SRC election timetable and step-by-step processes by the EES shall be published on the SRC election link.
- 4.3. The EES shall advertise the SRC election link to the student population.
- 4.4. The University shall provide the EES with the names of affiliated political structures that are eligible to contest the elections.
- 4.5. A draft voters' roll shall be published on the EES online platform for inspection for a period stipulated in the election timetable.
- 4.6. The Chief Electoral Officer shall publish the final voters roll on the EES online platform for information.
- 4.7. The Electoral Code of Conduct shall be published on the EES online platform.
- 4.8. The EES shall advertise a SRC election link for contesting student structures to submit the names of their respective candidates.
- 4.9. The EES shall publish on the SRC election page the status of the candidature of individual candidates. The student structure whose candidate could not meet the SRC constitutional requirement(s) shall be permitted to forward a replacement.
- 4.10. All registered students of the University of Limpopo shall be eligible to vote.

- 4.11. An eligible voter shall use a student number and observe security clearance measures to cast his /her vote.
- 4.12. The voters roll shall be published on the SRC election page for inspection and objection as stipulated by EES, subject to Clause Five (5) below with regard to the protection of personal information.
- 4.13. The structure of the voter's roll shall include surname, names, and student number as well the Faculty in which the student is registered, in alphabetical order in terms of the surname.
- 4.14. A nomination form shall be uploaded online, and they shall contain or provide for the surname, full name(s), student number and the Faculty of a prospective candidate.
- 4.15. Nominated candidates shall electronically sign their nominations forms to accept nomination.
- 4.16. The EES shall conduct the SRC Election Mass Screening Meeting virtually.
- 4.17. Each participating student organisation shall nominate one candidate to present its manifesto at the SRC Election Mass Screening Meeting.
- 4.18. The Chief Electoral Officer shall ensure the Electronic Voting System is active between 07:30 to 23h00. The Chief Electoral Officer shall use his /her discretion to extend voting time in any form he /she deems proper.
- 4.19. The Electronic Voting System shall be automated by EES to avoid electoral fraud.
- 4.20. The EES shall provide support for student with special needs to enable them to participate on the SRC elections.
- 4.21. There shall be an Election online mechanism to allow observers to be updated with the election proceedings.
- 4.22. Cybersecurity and auditing of the election process shall be ensured by the EES for the integrity of the SRC Elections.
- 4.23. Contesting student structures shall not paste posters on walls, but can use environmental friendly material to campaign. The EES shall provide an online campaigning platform for all contesting student structures.
- 4.24. Contesting student structures may only use other students to run and market their campaigns. No outsiders are permitted to roam the premises of the University campaigning for a candidate.

## **5. Protection of Personal Information**

- 5.1 The handling, processing, dissemination and, publication of the voters' personal information must take into account the need for data privacy protection.
- 5.2 The uploading of Voter's Roll on the SRC Election page shall be done subject to strict adherence to the Protection of Personal Information Act no 4 of 2013 (POPIA).
- 5.3 Information and data on the voter's Roll shall be used only for the purposes of voting and related processes. Misuse and/or abuse of the voter's personal information and related data is an actionable offence in terms of the applicable university's policies and procedures.