**UNITED DEMOCRATIC MOVEMENT****Prescriptions and guidelines for a national election**
for the National Assembly and Provincial Legislatures**Table of content**

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ANNEXURE N



A THE ORGANISATIONAL PROCESS

1. Introduction

The United Democratic Movement (UDM) prescriptions and guidelines for national elections as described in this document shall be used to promote an orderly, democratic and transparent process for the implementation of the organisational programme of the UDM and to compile all candidates' lists for the Provincial Legislatures and the National Assembly.

2. The main duties to be performed:

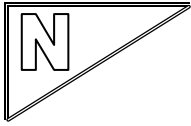
2.1. At the national level

2.1.1. The National Executive Committee (NEC) shall:

- 2.1.1.1. Appoint a National Election Task Team (NETT) to provide the necessary prescriptions and to give guidance.
- 2.1.1.2. Appoint a National Election Logistics Manager who shall take responsibility for all logistical arrangements and preparations pertaining the election.
- 2.1.1.3. Appoint two representatives to the Independent Electoral Commission (IEC) National Party Liaison Committee to regularly participate at the forum and report back to the NETT. These representatives shall disseminate relevant important information acquired at these meetings to the NEC and to onto the all lower structures of the UDM. One of these representatives, who shall not be a candidate, must:
 - take responsibility for the collection of all relevant information, as well as the administration of all the UDM candidates lists;
 - ensure that all forms, as required by the UDM and the IEC have been properly completed by all candidates on the UDM's candidates lists;
 - check and confirm that all persons listed on all of the UDM's candidates lists are registered voters.
- 2.1.1.4. Develop a media and marketing programme and monitor its implementation and results.
- 2.1.1.5. Facilitate and oversee the implementation of the Election Time Table (Section C of this document)
- 2.1.1.6. Draft a formula to compile the National List to the National Assembly (the 10th List). When compiling the 10th List, the Special National Council (SNC) shall ensure equitable representation of persons from all provinces, give special attention to gender representation, and take into consideration the face of the diverse cultures of South Africa.
- 2.1.1.7. Take ultimate responsibility to ensure that the best interest of the UDM is guarded and promoted when the SNC finally considers the:
 - nine candidate's lists for provincial legislatures,
 - the integration of the nine provincial lists for National Assembly, and
 - the 10th List.

2.1.2. The National Office Management Committee (NOMC) shall

- 2.1.2.1. Also refer to Paragraph 7.5 of Section B of this document.
- 2.1.2.2. Ensure that the UDM nomination process, including the proper handling of nomination fees, is regular and administered according to the UDM's prescriptions.
- 2.1.2.3. Oversee the administrative process for the timeous drafting of the final candidates' lists. These lists should be captured electronically according the administrative requirements of the IEC. The lists shall then be handed over



to the IEC and the required nomination fee shall be paid over at the prescribed time.

- 2.1.2.4. Investigate and judge the merit of a complaint of alleged irregularities in the nomination process should any prospective candidate appeal against decisions made at any lower level.

2.1.3. The National Election Task Team (NETT) must:

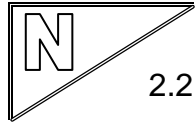
- 2.1.3.1. Formulate and implement a fundraising plan to raise sufficient resources (financial and other) to fund the national election campaign.
- 2.1.3.2. Draft a budget for the national election campaign.
- 2.1.3.3. Determine at which structure level specific activities will be handled and for which specific expenses for which National Office shall take financial responsibility.
- 2.1.3.4. Keep a bank account for the sole purpose of receiving and keeping nomination fees.
- 2.1.3.5. Oversee and guide Provincial Election Task Teams (PETTs) in its duties, including the implementation of the Election Time Table and all election prescriptions and requirement as stipulated by the UDM and the IEC.
- 2.1.3.6. Appoint a core team to manage the distribution of election material e.g. manifestos, posters, etc under the leadership of the Election Logistics Manager.
- 2.1.3.7. Design the UDM's publicity campaign and media liaison and appoint persons responsible for this at national and provincial levels.
- 2.1.3.8. Appoint persons who have volunteered to man the UDM's station at the IEC's national election results centre for the days and nights required to finalise the counting of ballot papers nationwide. The aforementioned persons must have team leaders, media liaisons and computer literate persons.
- 2.1.3.9. Devise a system for handling of complaints regarding irregular activities and/or incidents on election day.

2.2. At the provincial level

This section describes the election process in provinces where the UDM has a properly constituted Provincial Executive Committee.

2.2.1. The Provincial Executive Committees (PECs) shall:

- 2.2.1.1. Appoint a Provincial Election Task Team (PETT) to provide the necessary prescriptions and to give guidance.
- 2.2.1.2. Appoint a Provincial Election Logistics Manager.
- 2.2.1.3. Appoint a publicity and media liaison who shall regularly liaise with his/her national counterpart to ensure consistency.
- 2.2.1.4. Appoint two representatives to the IEC's Provincial Party Liaison Committee to regularly participate at the forum and report back to the PETT. Relevant important information acquired at these meetings shall be disseminate onto the regional, district and branch structures of the UDM.
- 2.2.1.5. Appoint a Screening Committee, of no more than five members, that shall scrutinise nomination forms to determine if prospective candidates qualify in terms of the UDM prescriptions. The Screening Committee shall convene in accordance with the Election Time Table and before the Special Provincial Council takes place. No prospective candidate may serve on this committee.
- 2.2.1.6. Ensure that a Special Provincial Council is hosted to consider and compile the candidates' lists for provincial legislatures of each respective province as well as the Regional List of that province to the National Assembly.



- 2.2.1.7. Ensure that that the lists for that province is submitted timeously to the NOMC so that it may be prepared for a Special National Council.
- 2.2.1.8. Submit the provincial elections budget, as prepared by the PETT, to the NETT for scrutiny.

2.2.2. The Provincial Election Task Team (PETT) must:

- 2.2.2.1. Oversee the implementation of the Election Time Table and to guide all lower structures in their duties to implement the prescriptions for the nomination of candidates and to ensure that the process pertaining to the nomination form and fee happens in a regular fashion.
- 2.2.2.2. Formulate and implement fundraising plan to raise sufficient resources (financial and other) to fund the provincial election campaign, that shall be paid into the relevant provincial bank account at Absa.
- 2.2.2.3. Draft a budget for the UDM election campaign in the province and submit it to the NETT for approval.
- 2.2.2.4. Appoint persons to volunteer to man the UDM's station at the IEC's provincial election results centre for the days and nights required to finalise the counting of ballot papers in the province. The aforementioned persons must have team leaders, media liaisons and computer literates.
- 2.2.2.5. Oversee the identification of party voting agents.

2.3. Qualifying criteria for compilation of candidate's lists

2.3.1. Introduction

Persons nominated and included in a candidate list should be available and well qualified to serve in the Party's best interest at the highest councils of government. It therefore required that such nominations add value to the UDM's lists. The UDM lists should always be judged on the premise that it respects the letter and the spirit of the UDM Constitution.

2.3.2. Personal qualifications

A person nominated should be a UDM member of good standing and such a person:

- 2.3.2.1. should be in good financial standing in accordance with the Constitution of the Republic of South Africa, Section 47 (i) (c);
- 2.3.2.2. should view candidature of the UDM as a privilege and not a right;
- 2.3.2.3. should be prepared to be interviewed by a Screening Committee and accept any direction given by it;
- 2.3.2.4. should be able to contribute financially and logistically to the UDM's election campaign;
- 2.3.2.5. should be reliable and trustworthy;
- 2.3.2.6. should be prepared to make personal sacrifices when carrying out his/her duties;
- 2.3.2.7. should have a good leadership record or potential for such;
- 2.3.2.8. should have expertise and skills to serve on governmental portfolio committees;
- 2.3.2.9. should have good communication skills.

2.3.3. Special interest groups, persons with particular skills and expertise

It will serve the quality and variety of representation if persons that represent special interest groups are included in the list. Such persons should be persuaded to make themselves available for nomination as candidates on provincial legislature and/or National Assembly lists.

2.3.4. Representativity of diverse communities

To fulfil the Mission of the Party, any candidates list should reflect the diversity of cultures of South Africa, and should show that the UDM has responsible and



responsive leadership, not only to a specific grouping, but to all communities and the supporters of the UDM.

2.3.5. Gender sensitivity

Given the challenges of gender transformation and equity, a significant percentage of aspirant candidates should be women.

2.3.6. Representation of young persons

As an important demographic of the South African population and given that our young people are our future, special consideration must be given to young men and women.

2.3.7. Geographical representation

Candidates from the various regions and provinces should be represented on the Party's lists to ensure fair representation of the people across the Country and avoid regional dominance.

2.4. Disqualification of a proposed candidate as per UDM resolution

A nominee shall be summarily disqualified if he/she had served as a public representative, during any term of office, and had reneged on paying the percentage of his/her salary contribution as required of all public UDM representatives. This applies to all UDM public representatives at local, provincial and national levels.

2.5. Disqualification of a proposed candidate as per criteria prescribed by the UDM Constitution

A nominee shall be summarily disqualified if:

- 2.5.1. It is proved that he/she is not a member of the UDM, or his/her membership fees are not paid for a current membership year.
- 2.5.2. If he/she does not follow the UDM prescriptions for nomination, by not submitting duly completed nomination forms, CVs or not paying the prescribed nomination fees.
- 2.5.3. A nominee shall be given fair opportunity to rectify minor technical omissions and/or errors in his/her nomination.

2.6. Disqualification of a proposed candidate based on Constitution of the Republic of South Africa

A person who does not comply with the following sections of the Constitution of the Republic of South Africa 1996 shall be disqualified;

Section 46 (1)

'46. (1) (c) provides for a minimum voting age of 18 years.'

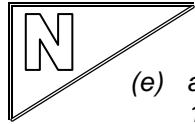
Section 47 (1)

'Membership

47. (1) Every citizen who is qualified to vote for the National Assembly is eligible to be a member of the Assembly, except –
- (a) ¹ anyone who is appointed by, or is in the service of, the state and receives remuneration for that appointment or service, other than –
 - (i) the President, Deputy President, Ministers and Deputy Ministers; and
 - (ii) other office-bearers whose functions are compatible with the functions of a member of the Assembly, and have been declared compatible with those functions by national legislature;
 - (b) ² permanent delegates to the National Council of Provinces or members of a provincial legislature or a Municipal Council;
 - (c) unrehabilitated insolvents;
 - (d) anyone declared to be of unsound mind by a court of the Republic; or

¹ This clause will only be applicable as from the day that a candidate is elected as a member of the National Assembly

² This clause will only be applicable as from the day that a candidate is elected as a member of the National Assembly



- (e) *anyone who, after this section took effect, is convicted of an offence and sentenced to more than 12 months imprisonment without the option of a fine, either in the Republic, or outside the Republic if the conduct constituting the offence would have been an offence in the Republic, but no one may be regarded as having been sentenced until an appeal against the conviction or sentence has been determined, or until the time for an appeal has expired. A disqualification under this paragraph ends five years after this sentence has been completed.'*

Section 105 (1) (c)

'Composition and election of provincial legislature

105. (1) *a provincial legislature consists of women and men elected as members in terms of an electoral system that -*
(c) *provides for a minimum voting age of 18 years.'*

Section 106 (1)

'Membership

106. (1) *Every citizen who is qualified to vote for the National Assembly is eligible to be a member of the provincial legislature, except -*
(a) *³anyone who is appointed by, or is in the service of, the state and receives remuneration for that appointment or service, other than -*
(i) *the Premier and other members of the Executive Council of a province; and*
(ii) *office-bearers whose functions are compatible with the functions of a member of a provincial legislature, and have been declared compatible with those functions by national legislation.*
(iii) *⁴members of the National Assembly, permanent delegates to the National Council of Provinces or members of a Municipal Council;*
(iv) *unrehabilitated insolvents*
(v) *anyone declared to be of unsound mind by a court of the Republic; or*
(vi) *anyone who, after this section took effect, is convicted of an offence and sentenced to more than 12 months imprisonment without the option of a fine, either in the Republic, or outside the Republic if the conduct constituting the offence would have been an offence in the Republic, but no one may be regarded as having been sentenced until an appeal against the conviction or sentence has been determined, or until the time for an appeal has expired. A disqualification under this paragraph ends five years after this sentence has been completed.'*

2.7. Disqualification of a proposed candidate based on the Electoral Act⁵

A person who does not comply with the following sections of the Electoral Act (Act No. 73 of 1998), shall be disqualified:

Section (6)

'Persons who may apply for registration as voter:

6. (1) *⁶Any South African citizen in possession of an identity document may apply for registration as a voter.*
1A) *A person of 16 years or older may apply for registration but, if the application is successful, the applicant's name may only be placed on the voters' roll once the applicant reaches the age of 18 years.*

Section 8 (2)

8. (2) *The chief electoral officer may not register a person as a voter if that person-*
(a) *Has applied for registration fraudulently or otherwise than in the prescribed manner;*
(b) *Is not a South African Citizen;*
(c) *Has been declared by the High Court to be of unsound mind or mentally disordered;*
(d) *Is detained under the Mental Health Act, 1973 (Act No. 18 of 1973); or*
(e) *Is not ordinarily resident in the voting district for which that person has applied for registration.'*

³ This clause will only be applicable as from the day that a candidate is elected as a member of a legislature

⁴ This clause will only be applicable as from the day that a candidate is elected as a member of a legislature

⁵ **NB!!! At the time of the printing, the Electoral Amendment Bill was before Parliament – relevant changes will have to be made (the Bill forms part of this NOMC/NEC meeting's documents)**

⁶ The Electoral Act determines that only bar-coded ID documents may be used, but with the introduction of the smart ID Cards, they will also be accepted



B THE COMPILATION OF UDM PROPORTIONAL LISTS

1. The lists for proportional representation

- Nine lists for provincial legislatures
- Nine Regional Lists (i.e. provincial lists to the National Assembly)
- the '10th List' to National Assembly

2. Nomination of UDM candidates

2.1. General

- 2.1.1. Only pro-forma nomination forms, as provided by National Office, shall be used.
- 2.1.2. Any UDM member has the right to nominate, or be nominated as, a candidate, provided that he/she qualifies in terms of the criteria stipulated in Paragraph 2.3.
- 2.1.3. A person may be nominated for a provincial, regional or 10th List. He/she can at any time after nomination withdraw his/her name from a specific list.
- 2.1.4. If a person is nominated to more than one list he/she shall indicate preference between one or the other, but if he/she wishes to a candidate on more than one list the applicable candidates fees must be paid as described in Paragraph 4.1.2.

2.2. Information and forms

2.2.1. Should a nominee not fully comply, in terms of the submission of the documents required in the document, he/she will jeopardise his/her nomination.

2.2.2. The following information is compulsory and should be properly completed:

2.2.2.1. Appendix N1, the nomination form which asks:

- personal information;
- his/her membership number and status;
- the signature of the nominee as acceptance of his/her nomination;
- the signatures of the proposer and the seconder of the nomination;
- the signatures of ten supporting UDM members in good standing according to Paragraph 6 of the UDM Constitution.

2.2.2.2. Appendix N2 – the prescribed pro-forma Curriculum Vitae (CV);

2.2.2.3. Appendix N3 - the candidate's pledge and undertaking;

2.2.2.4. Appendix N4 - proof payment of nomination fees e.g. deposit slip or printout of internet transaction.

2.2.2.5. Proof of identity:

- A copy of the first page of the nominee's green ID document or
- A copy of the front and back of the nominee's Smart ID Card.

2.2.3. The following IEC forms are compulsory⁷

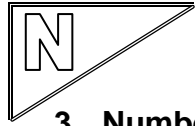
2.2.3.1. The acceptance of nomination, signed by each candidate.

2.2.3.2. The undertaking signed by each candidate, that this candidate would be bound by the Electoral Code.

2.2.3.3. Proof of identity:

- A copy of the first page of the nominee's green ID document or
- A copy of the front and back of the nominee's Smart ID Card.

⁷ These forms will be combined in terms of the Electoral Amendment Bill (22 of 2013)



3. Number of seats per list⁸

Eastern Cape Provincial legislature: National Assembly:	Free State Provincial legislature: National Assembly:	Gauteng Provincial legislature: National Assembly:
KwaZulu Natal Provincial legislature: National Assembly:	Limpopo Provincial legislature: National Assembly:	Mpumalanga Provincial legislature: National Assembly:
Northern Cape Provincial legislature: National Assembly:	North West Provincial legislature: National Assembly:	Western Cape Provincial legislature: National Assembly:

National List (10th List):

4. UDM Candidate’s fees

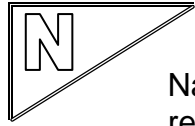
- 4.1.1. A UDM candidate’s fee (R.....)⁹ shall be paid by every prospective candidate upon nomination.
- 4.1.2. A candidates fee shall be paid for each nomination for each of the Party’s lists.
- 4.1.3. This fee is **non-refundable** even should the nominee not be included on an UDM candidates list. The only exception is if a person is *accidentally* be omitted from the candidates list due to *administrative error*.
- 4.1.4. The nomination fee must be paid to National Office into the following account:
 Bank: Absa
 Account name: Election Account
 Account number : 9200633270
 Branch: 632005
 Reference: Initials and surname of nominee and his/her province
- 4.1.5. The proof of payment of nomination fees (deposit slip or printout of internet transaction) must be attached to Appendix N4 and faxed to 087-941-9052 - do not send the deposit slip only;
- 4.1.6. It is advised that a nominee should keep a copy of the proof of payment in his/her possession.
- 4.1.7. A prescribed, an elections deposit for each candidates list is payable to the IEC on a date that is prescribed by the IEC time table. The UDM candidates fees are collected in lieu of the IEC deposit fee and to cover election costs.

5. Procedures for the compilation of lists where there are no constitutionally elected structures.

- 5.1. If no constitutionally elected structure exists at any particular level, the structure immediately higher shall take responsibility for the nomination and list processes as described in Paragraphs 6.1, 6.1.8, 6.2, 6.2.10, 6.3 and 6.3.10.
- 5.2. The nominations (with the required forms) should be forwarded directly to UDM National Office for tabling at a Special NOMC Meeting and Special National Council as described in Paragraph 7 of this document.
- 5.3. If there are no constitutionally launched branches (i.e. those that have successfully passed audit) in a province individual members of the UDM may be nominated (in terms of Paragraph 2.1.2 of Section B of this document). In such cases nomination forms and the required appendices may be requested from National Office. These forms must be duly completed by the individual member and forwarded to the

⁸ The number of seats per National Assembly and provincial legislatures is determined by the IEC. This may be adjusted by the IEC should there be an increase in the number of registered voters.

⁹ Still to be determined.



National Office for screening at a Special NOMC Meeting which shall then make recommendation to a Special National Council.

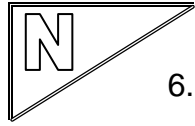
6. Procedures for the compilation of candidates lists where there are constitutionally elected structures

6.1. Prescriptions for nomination meetings at branch level or district level

- 6.1.1. The relevant executive committee shall call a Special Branch- or District Meeting, in terms of paragraph 7.2.10.6. of the UDM Constitution, to deliberate, nominate and vote on nominations.
- 6.1.2. If the Chairperson or Secretary of the Branch is a nominee, he/she shall vacate his/her position for the duration of the meeting. The meeting shall then appoint an Independent Chairperson and/or Secretary, who is neutral to the process.
- 6.1.3. The Independent Chairperson shall determine whether a quorum, in terms of UDM Constitution, paragraph 7.2.10.6, is present after which he/she shall constitute the meeting.
- 6.1.4. If a quorum is not present within 30 (thirty) minutes of the scheduled starting time of the meeting, the Independent Chairperson shall declare this status to the accredited voters, who then may by majority vote, decide to allow another 30 (thirty) minutes.
- 6.1.5. The Independent Chairperson shall not later than 30 (thirty) minutes after the scheduled starting time of the meeting verify the accreditation of members by way of the list of registered branches.
- 6.1.6. Any person who is not a member of an accredited branch or who is not included in the list or who is not present at the time which the Independent Chairperson constitutes the meeting, shall not be allowed to take part or vote in the meeting.
- 6.1.7. Minutes and an attendance register shall be kept of the proceedings.

6.1.8. Nomination procedures at a Special Branch or District Council Meeting

- 6.1.8.1. The Independent Secretary shall before the commencement of the meeting receive from each nominee a duly completed nomination form [Appendix N1], the pro-forma CV [Appendix N2], the Candidate's Pledge and Undertaking [Appendix N3] as well as the proof of payment of the nomination fee [attached to Appendix N4].
- 6.1.8.2. The names of the nominees (for the List for National Assembly and the list for the relevant provincial legislature) shall tabled at the meeting.
- 6.1.8.3. The meeting has to weigh each nomination, using the pro-forma CV [Appendix N2], against the criteria as set out in Paragraph 2.3 of this document, and also take into consideration whether nominees are qualified for duty on Parliamentary and/or Legislature portfolio committees. The meeting shall then screen each nominee to ascertain whether:
 - he/she qualifies to be a UDM candidate in terms of the UDM Constitution as well as Section B of this document,
 - he/she is a paid-up member of the Party,
 - his/her nomination form is completed properly
 - his/her nomination fee has been paid.
- 6.1.8.4. If a nominee is disqualified in terms of paragraphs 6.1.8.3, a written motivation giving reasons for the disqualification and objections shall be attached to the nomination form.
- 6.1.8.5. The Independent Secretary shall forward the names of any disqualified nominees to the Regional- or Provincial Secretary or a person assigned by the PETT to handle the provincial nomination forms and/or lists.



6.1.8.6. All nomination forms (including the required appendices) shall be delivered personally or faxed to the Regional or Provincial Office with a copy faxed to National Office.

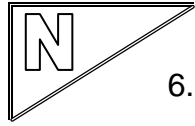
6.2. Special Regional Council

- 6.2.1. A Regional Management Committee (REC) shall call a Special Regional Council (SRC) (in terms of paragraph 7.4.8.7 of the UDM Constitution) to deliberate, nominate, vote on nominations and compile that Region's Recommendation List.
- 6.2.2. If the Chairperson or Secretary of the Branch is a nominee, he/she shall vacate his/her position for the duration of the meeting. The SRC shall then appoint an Independent Chairperson and/or Secretary, who is neutral to the process. Such persons shall be well versed in the UDM nomination procedure and constitutional prescripts.
- 6.2.3. The Independent Chairperson shall determine whether a quorum, in terms of UDM Constitution, paragraph 7.2.10.6, is present after which he/she shall constitute the Council.
- 6.2.4. If a quorum is not present within 30 (thirty) minutes of the scheduled starting time of the meeting, the Independent Chairperson shall declare this status to the accredited voters, who then may by majority vote decide to allow another 30 (thirty) minutes.
- 6.2.5. The Independent Chairperson shall not later than 30 (thirty) minutes after the scheduled starting time of the meeting verify the accreditation of members by way of the list of registered branches.
- 6.2.6. Any person who is not a member of an accredited branch or who is not included in the list or who is not present at the time which the Independent Chairperson constitutes the meeting shall not be allowed to take part or vote in the RSC.
- 6.2.7. Minutes and an attendance register shall be kept of the proceedings.
- 6.2.8. The Independent SRC Secretary or Provincial Secretary (or an assigned person) shall provide an alphabetic lists of all nominees (to the respective lists) for tabling at the SRC. This list should include persons nominated by Branches, Districts and/or individuals within the Region.
- 6.2.9. The Independent Secretary shall make available all completed nomination forms and nominees' CVs in the Region for perusal of members of the SRC at least for 60 (sixty) minutes before commencement of the meeting.
- 6.2.10. Procedures for compilation of Recommendation Lists at a SRC**
 - 6.2.10.1. The alphabetical lists of names of the nominees for a provincial legislature and National Assembly shall be table at the SRC.
 - 6.2.10.2. The meeting has then to compile a **Recommendation List** (for candidates to the relevant provincial legislature and the National Assembly) using one of the below systems.
 - Appendix N5 - Option 1 - a rough consensus system.
 - Appendix N5 - Option 2 - a priority popularity vote system.
 - Appendix N5 - Option 3 - a rating system.
 - 6.2.10.3. Any voting process shall be organised in a disciplined and ordered manner. No intimidation or lobbying shall be allowed and the Independent Chairperson shall bar person/s guilty of such transgressions from the SRC.
 - 6.2.10.4. The product of the above process (i.e. a list) shall become the Recommendation List for the specific region.
 - 6.2.10.5. The Independent Chairperson or Secretary shall keep all nomination forms, the deposits slips as well as the Region's Recommendation Lists in a safe place and present it within 48 (forty eight) hours to the Provincial Secretary or his/her nominee.



6.3. A Special Provincial Council

- 6.3.1. A PEC shall call a Special Provincial Council (SPC) meeting, in terms of the UDM Constitution paragraph 7.5, with the purpose to deliberate nominations and compile the Party's lists and to integrate the various Regional Recommendation Lists using the prescribed formula [Appendix N6 of this document] into a Provincial Priority Lists.
- 6.3.2. In preparation of the SPC, a PEC shall appoint the Screening Committee to scrutinise nominations for disqualifying factors as per paragraph 2.3 of Section A of this document. This step is instituted to save time at the SPC itself and should be completed well enough in advance of the SPC.
- 6.3.3. The Screening Committee shall table its finding to the SPC and provide all Recommendation Lists, nomination forms (with appendices) for perusal by SPC members, not less than 60 (sixty) minutes before the start of the formal meeting.
- 6.3.4. The NOMC shall appoint an Independent Chairperson to facilitate the procedures and to ensure that constitutional prescripts are adhered to.
- 6.3.5. Minutes shall be kept of the proceedings. The person responsible for keeping the minutes shall not be a candidate or have an interest in any candidate.
- 6.3.6. The Independent Chairperson shall determine whether a quorum is present before constituting the meeting. If a quorum in terms of UDM Constitution, paragraph 7.5.8, is present, he/she shall proceed to constitute the meeting.
- 6.3.7. If a quorum is not present within 30 (thirty) minutes of the scheduled starting time of the SPC, the Independent Chairperson shall declare this status to the accredited voters, who then may by majority vote decide to allow another 30 (thirty) minutes.
- 6.3.8. Any person who is not a member of an accredited branch or who is not included in the list or who is not present at the time which the Independent Chairperson constitutes the meeting shall not be allowed to take part or vote in the SPC.
- 6.3.9. The duty of the SPC shall be to:
 - 6.3.9.1. To motivate in writing should a nominee be disqualified for any legitimate reason and attach this motivation to the person's nomination form.
 - 6.3.9.2. Consider appeals from nominees who are disqualified at lower levels, and give a verdict by a simple majority. A disqualified nominee has the right to appeal to the NOMC.
 - 6.3.9.3. Use an agreed upon formula [as described in Appendix N6] taking into account the number of branches and voter population in each Region, to integrate the respective Regional Recommendation Lists into Provincial Priority Lists.
 - 6.3.9.4. Weigh listed nominees against the criteria stipulated in Paragraph 2.3.
 - 6.3.9.5. If necessary, nominate other persons for inclusion in the Provincial Priority Lists
- 6.3.10. Meeting procedures to compile a Provincial Priority Lists**
 - 6.3.10.1. The Regional Recommendation Lists (for provincial legislature and National Assembly) shall be tabled at the SPC.
 - 6.3.10.2. The SPC shall carefully consider the Regional Recommendation Lists in terms of the prescribed criteria stipulated in Paragraph 2.3. If material shortcomings are identified further nominations are possible (with it being proposed, seconded and accepted by a simple majority of the members present. Completion of such a nomination (if such a person is not present) shall be concluded within 24 (twenty four) hours of the meeting, or that person's name will be removed from a Priority List.



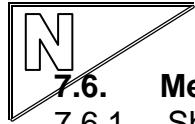
- 6.3.10.3. The lists will then carefully be considered in the light of Provincial UDM interests and can be improved, before final approval.
- 6.3.10.4. The Independent Chairperson or Secretary shall present a provincial legislature- and National Assembly Priority Lists, with nomination forms not later than the date prescribed in Paragraph 2.6 of Section C of this document, to the Chief Administrator or his/her nominee at UDM National Office.
- 6.3.10.5. Complaints must be considered two (2) days before the SPC.

7. National level

- 7.1. The Secretary General shall call a Special National Council (SNC) with proper notice to all its members.
- 7.2. After receiving all the provincial legislatures and National Priority lists, as well as the accompanying nomination forms and CVs. The Chief Administrator shall screen this administrative completeness and prepare it for submission to a Special NOMC meeting to be held in advance of the SNC.
- 7.3. Should the UDM National Chairperson and/or Secretary General be nominees, he/she shall not be allowed to chair the special NOMC and/or SNC. Should this be the case, the meeting shall appoint an Independent Chairperson to chair.
- 7.4. The SNC Chairperson shall be assisted a secretarial support team him/her with all the constitutional procedures and to scribe the minutes for the SNC.

7.5. Meeting procedures for a special NOMC

- 7.5.1. The Secretary General shall call a special meeting of the NOMC to:
 - 7.5.1.1. Scrutinise the nominations;
 - 7.5.1.2. Scrutinise the various lists submitted by SPCs;
 - 7.5.1.3. Consider any appeals against the nomination processes itself and/or disqualifications of candidates at any earlier part of the process;
 - 7.5.1.4. Make necessary changes to the order of lists based on the criteria stipulated in Paragraph 2.3
 - 7.5.1.5. Scrutinise special nominations, as per Annexure N7, of persons who might be considered for inclusion on the Party's 10th list, based on Paragraphs 2.3.3, 2.3.4, 2.3.5, 2.3.6 and 2.3.7 of this document.
 - 7.5.1.6. Prepare the various lists, in particular prepare a draft of the 10th List based on the suggested formula in Annexure 6 of this document, for submission to the NPC
- 7.5.2. The Special NOMC meeting
 - 7.5.2.1. Shall verify and ensure that the UDM nomination process, including the proper handling of nomination fees, is regular and administered according to the UDM's prescriptions.
 - 7.5.2.2. Shall oversee the administrative process for the timeous drafting of the final candidates' lists after the NPC. These lists should be captured electronically according the administrative requirements of the IEC. The lists shall then be handed over to the IEC and the required nomination fee shall be paid over at the prescribed time.
 - 7.5.2.3. Investigate and judge the merit of a complaint of alleged irregularities in the nomination process should any prospective candidate appeal against decisions made at any lower level.



7.6. Meeting procedures for a Special National Council

- 7.6.1. Should it not be possible to constitute a Special National Council (SNC), in terms of paragraph 7.7. of the UDM Constitution, the NEC, shall decide on the number of delegates per province that is practical and ensures fair representation.
- 7.6.2. Any person who does not qualify to participate in the SNC and have voting rights in terms of Paragraph 7.6.1 shall be an observer.
- 7.6.3. All appeals from disqualified prospective candidates shall be tabled at the meeting for consideration, deliberation and decision.

7.7. Lists for provincial legislatures

- 7.7.1. the Priority Lists for provincial legislatures, received from the nine provinces, shall be carefully considered in light of the stipulated criteria and in the interest of the UDM in the provincial and national context. Suggested changes to the lists shall be made in consultation with the relevant PEC.
- 7.7.2. The NEC shall then approve the nine provincial lists for provincial legislatures.

7.8. Regional Lists (provincial lists) for the National Assembly

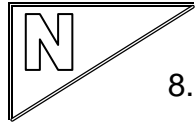
- 7.8.1. The lists for National Assembly, consisting of the nine lists from the provinces, shall serve before the special NC.
- 7.8.2. The special NC shall carefully consider and weigh the integration of the priority lists for the National Assembly in terms of the prescribed criteria. If material shortcomings exist in terms of the prescribed criteria, further limited nominations can be proposed, seconded and accepted by consensus. The nomination form of aforementioned nominee (should the person not be present at the meeting) shall be completed within twenty-four hours of the meeting – should the nominee not comply, his/her name shall be removed from the provincial lists to National Assembly. The credentials (paid-up membership and compliance in terms of the prescriptions set out in this document) of such a nominee shall be confirmed with the Branch Secretary concerned.
- 7.8.3. The special NC shall then approve the final list by consensus.

7.9. Meeting procedures to compile the List for the National Assembly (the '10th List')

- 7.9.1. The SNC shall consider the draft '10th List', as compiled by the Special NOMC, to ensure that the formula as prescribed in Annexure 6 for the sequence of nominees was adhered to.
- 7.9.2. Should the '10th List' not satisfy the best interest of the UDM, in terms of its advancement on the political playing field in South Africa, the SNC may amend the list.
- 7.9.3. The final '10th List' shall be approved by consensus of the SNC.

8. Hand-over of the UDM's candidates lists to the IEC

- 8.1.1. The UDM's candidates list shall be handed over to the IEC in accordance with the IEC time table.
- 8.1.2. The lists shall be binding until revision of the reserve lists has taken place.
- 8.1.3. The Chief Administrator, or a duly appointed representative of the UDM, shall hand over the below-mentioned lists to the IEC Chief Electoral Officer:
 - 8.1.3.1. The nine lists for provincial legislatures
 - 8.1.3.2. the nine regional lists to the National Assembly
 - 8.1.3.3. The '10th List'.
- 8.1.4. The following prescribed documentation shall accompany the abovementioned lists:



- 8.1.4.1. The undertaking, signed by the duly authorised representative of the UDM, binding the Party, persons holding political office in the Party and its representatives and its members, to the Electoral Code.
- 8.1.4.2. The declaration, signed by the duly authorised representative of the UDM, that each candidate on the Party's lists qualify to stand for election in terms of the Constitution of the Republic of South Africa.¹⁰
- 8.1.4.3. The duly signed acceptance of nomination from each candidate.
- 8.1.4.4. The duly signed undertaking by each candidate that binds him/her to the Electoral Code.
- 8.1.5. The proof of the required deposits to contest elections
 - 8.1.5.1. the amounts payable are determined by the IEC;
 - 8.1.5.2. the deposit payable by the Party for each provincial legislature it will be contesting elections in;
 - 8.1.5.3. the deposit payable by the Party for contesting for seats in the National Assembly.

ANNEXURE N

¹⁰ Once the Electoral amendment Bill (22 of 2013) is promulgated, the regulations that stipulate these requirements will also change



C THE UDM TIMETABLE FOR ELECTION 2014

1 The United Democratic Movement (UDM) Pre-election Phase

1.1 Before or on 31 May 2013

- Properly completed Q1-forms, with attachments, must be submitted to National Office for scrutiny and accreditation on a date four (4) weeks prior to provincial congress as prescribed by the UDM Constitution. Therefore, Friday, 31 May 2013 is the last day on which branches may be launched and/or Q1-forms sent to National Office. No exceptions will be made.
- Structures that are unable to launch a minimum of fifty (50) branches within a province the UDM will not invest in election resources in that province and no provincial structure will be permitted to compile candidates lists.

1.2 Before or on 30 June 2013

- The deadline for Provincial Congresses is Sunday, 30 June 2013. No provincial congresses may be scheduled after that date because of time constraints leading up to the 2014 Elections.

1.3 Before or on 30 October 2013

- Provincial Task Teams (PETTs) to be formed.
- Continuation of branch launches and revival of old branches.
- Auditing of branches i.e. Q1 forms and membership fees to be paid over to National Office for auditing. Without passing the audit successfully branches will be disqualified from voting at any meetings.
- Representation on Independent Electoral Commission (IEC) Provincial Political Liaison Committee to be beefed-up.
- Media and marketing desks to be established and/or bolstered at all levels.

1.4 9 and 10 November 2013 – IEC voter registration

2 The UDM Election Phase

2.1 Between 10 to 25 January 2014

- Special Branch or District Council Meetings.
- Nomination meetings - as prescribed in Annexure N of the UDM Constitution Paragraphs 6. - are to be held for the purpose of receiving nominations or to nominate aspirant candidates for Regional Lists (Provincial Legislature) and the National Assembly. Only official UDM forms (Appendices N1, N2, N3 and N4) may be used, and a copy of the candidate's identity document must be enclosed. Prescribed IEC forms to be completed (as per Paragraph 2.2.3 of Section B, Annexure N of the UDM Constitution).

2.2 Before or on 1 February 2014

- Special Regional Council meetings to be held in order to prioritise Regional Recommendation Lists following the procedures prescribed in Paragraph 6.2. of Annexure N of the UDM Constitution.

Note: Recommendation Lists are for the Legislature in the Province and the Regional (provincial list) for National Assembly.

2.3 Before or on 4 February 2014

All Recommendation Lists, the prescribed forms to be delivered to Provincial Offices for the purpose of presenting it to the Screening Committees (SCs). The findings of an SC, as well as all nominations and accompanying documentation shall be handed over to the Provincial Secretary/PETT Secretary.



- 2.4 15 to 20 February** – Last targeted voter registration (fieldwork) by the IEC
- 2.5 Before or on 16 February 2014.**
- Special Provincial Councils (SPCs) to be held as prescribed in Section B, Paragraph 6.3. of Annexure N in order to prioritise and integrate Regional Recommendation Lists for regional (provincial) legislature and national Assembly.
 - A formula for the integration of the list must be approved before the process takes place.
- 2.6 On or before 18 February 2014**
- All lists as finalised by the SPCs (accompanied by Appendices N1, N2, N3, N4 and the forms as prescribed by the IEC as completed by each candidate) must be sent to UDM National Office by hand, courier or Speed Post.
- 2.7 Before or on 20 February 2014**
- A Special National Office Management Committee (NOMC) meeting to prepare the Party's lists for tabling at Special National Council (SNC) as prescribed in Paragraph 7.5. of Section B of Annexure N.
- 2.8 Before or on 22 February 2014**
- A SNC meeting to be held to finalise the following lists:
 - the nine lists for provincial legislature
 - the nine regional (provincial) list to National Assembly
 - the Tenth List
- in accordance with the prescriptions of Paragraphs 7.6 of Annexure N of the UDM Constitution.
- 2.9 Between 24 and 28 February 2014**
- Administrative steps to be taken by the Chief Administrator to ensure that lists are finalised and captured electronically and that forms required by the IEC are ready for submission.
- 2.10 6 March to 6 May 2014**
- Election time table of the IEC kicks in (see attached IEC timetable prescriptions – Section D)
- 2.11 Before or on 8 March 2014 (date to be determined by the IEC)**
- The Chief Administrator to hand over to the office of the IEC Chief Electoral Officer not later than a date stated on the time table:
 - a notice of the Party's intention to contest the election
 - all Party lists
 - a prescribed acceptance of nomination signed by each Party candidate
 - a certified copy of the first page of the candidate's ID
 - the election deposit (as prescribed by the IEC)
- 2.12 Before or on 22 April 2014**
- The Provincial Executive Committees (PECs), the Regional Executive Committee (RECs) to put organisational plans in place, in cooperation with parties that belong to the Multi-Party Forum to appoint party agents at all voting stations.



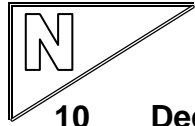
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D THE IEC TIMETABLE (still to be announced by IEC)

As prescribed by the Electoral Act, 1998 amended by s.24 of Act 34 of 2003¹¹.

- 1 Cut-off time for act to be performed**
An act required in terms of this Act to be performed by not later than a date stated in the election timetable must be performed before 17:00 on that date.
- 2 Cut-off date for publication of voters' roll**
By[day/month/year], the chief electoral office must publish the voters' roll or the segments of the voters' roll to be used in this election in terms of section 24 (2).
- 3 Notice that list of addresses of voting stations is available for inspection**
The chief electoral officer must give notice by.....[day/month/year] that from the date of the notice until the voting day copies of a list containing the addresses of all voting stations will be available for inspection.
- 4 Cut-off date for submission of list of candidates**
Registered parties that intend to contest this election must nominate and submit a list of their candidates for the election to the chief electoral officer in the prescribed manner by day/month/year].
- 5 Notice of non-compliance**
 - (1) The chief electoral officer must notify a registered party that has submitted a list of candidates in terms of section 27 but has not fully complied with that section, of that non-compliance by[day/month/year].
 - (2) If the notified party takes the opportunity to comply with section 27, that party must do so by[day/month/year]
- 6 Inspection of lists of candidates and accompanying documents**
The chief electoral officer must give notice by[day/month/year], that from the date of the notice until[day/month/year], copies of the following documents will available for inspection: The lists of candidates and accompanying documents submitted by registered parties in terms of section 27, as amended and supplemented in terms of section 28.
- 7 Cut-off date for objections**
Any person, including the chief electoral officer, may object to a candidate to the Commission in the prescribed manner by[day/month/year].
- 8 Decision of objections**
The Commission must decide an objection under section 30, and must notify the objector and the registered party that nominated the candidate of the decision in the prescribed manner by[day/month/year].
- 9 Cut-off date for appeals against decisions**
The objector or the registered party who nominated the candidate may appeal against a decision of the Commission in terms of section 30 (3) to the Electoral Court in the prescribed manner by[day/month/year].

¹¹ Electoral Amendment Bill (22 of 2013) is currently before Parliament



10 Deciding appeals

The Electoral Court must consider and decide an appeal brought under section 30 (4) and notify the parties to the appeal, and the chief electoral office, of the decision in the prescribed manner by[day/month/year].

11 List of parties and candidates entitled to contest election and final list of candidates

By[day/month/year], the chief electoral officer-

- (a) must give effect to a decision of the Commission in terms of section 30 (3) or a decision of the Electoral Court in terms of section 30 (5); and
- (b) must compile a list of the registered parties entitled to contest the election and the final list of candidates for each of those parties.

12 Issue of certificate to candidates

By[day/month/year], the chief electoral officer must issue in the prescribed manner to each candidate on a final list of candidates a certificate stating that the person is a candidate in this election.

13

14

[Items 13 and 14 deleted by s. 24 (b) of Act 34 of 2003.]

15 Notice of route of mobile voting stations

If the Commission decides to use mobile voting stations in the election, the chief electoral officer must give notice by[day/month/year] of the route, including the locations and estimated times of stopping of each mobile voting station.

**Approved by the UDM National Executive Committee
7 September 2013**

ANNEXURE N

LIST OF APPENDICES TO THIS DOCUMENT

Appendix N1	Nomination form
Appendix N2	Pro-forma Curriculum Vitae
Appendix N3	Candidate's pledge and undertaking
Appendix N4	Proof of payment form (with deposit slip attached)
Appendix N5	Three systems of order a Recommendation List
Appendix N6	Guidelines to integrate lists
Appendix N7	Special Nomination form for Candidate's to the 10th List