

Stellenbosch University

Convocation meeting procedures

1 Introduction

This document sets out the process that must be followed for Convocation meetings.

2 Convocation meetings

2.1 Meeting frequency

2.1.1 The Convocation will have one meeting per annum.

2.2 Notice of meeting

2.2.1 The President must give proper notice of a meeting.¹

2.2.2 The Office of the Registrar, supported by the Alumni Relations Office, must publish the date of the Convocation meeting on the SU website and electronically forward it to all members within a reasonable time before the meeting.

2.2.3 The formal notice must include the date, time, place, venue, the agenda² of the meeting and the minutes of the previous meeting.

2.2.4 The process for participating in the meeting electronically must be recorded in the notice.

2.2.5 Details of a meeting may be changed by giving reasonable notice.³

2.2.6 The President may postpone a meeting of which proper notice has been given by notifying as many members as are reachable.⁴

2.3 Agenda Setting

2.3.1 The Secretary of the Convocation⁵ will consult with the President before placing a motion on the agenda.⁶

2.3.2 Members will be reminded via e-mail that the agenda for the meeting will close at a specific time and date.

2.3.3 Once the President announces that the agenda is closed, no additional points or motions may be added.

2.3.4 A member can submit a motion for inclusion on the agenda, but another member must second the motion.⁷

2.3.5 The motion can only be valid if it is clear and concise, and the Secretary of the Convocation receives it by the provided deadline.⁸ Motions will be made available to members with the agenda.

¹ General Rules with Regard to the Procedure for Meetings point 5 and 6

² General Rules with Regard to the Procedure for Meetings point 9

³ General Rules with Regard to the Procedure for Meetings point 7

⁴ General Rules with Regard to the Procedure for Meetings point 8

⁵ Institutional Statute Stellenbosch University Chapter 4 Section 51(1)

⁶ General Rules with Regard to the Procedure for Meetings point 11

⁷ Motions must be submitted as set out in the General Rules with Regard to the Procedure for Meetings section II

⁸ General Rules with Regard to the Procedure for Meetings point 11

2.4 Meeting participation

- 2.4.1 Members can either participate in person at the meeting or participate electronically. No proxy will be allowed.
- 2.4.2 Members who accept the electronic meeting invitation will receive an e-ticket that they must use to register before the start of the meeting.
- 2.4.3 Physical participation:
 - a. If a member attends the physical meeting, he/she must register at registration points set up at the entrance of the venue before the meeting starts. If the member received an e-ticket before the meeting, this ticket is used to verify the member's identity.
 - b. During registration, the member must provide some form of identification (identification document/driver's license). The name on the identification document/driver's license/or individual e-ticket must correspond with the name on the register. Only in this case will the member be registered as present.
 - c. Once registered, the member will be handed a ballot and counted towards a quorum.
- 2.4.4 Electronic participation:
 - a. Members who wish to participate electronically must register by following the link provided in the notification for the meeting at least 48 hours before the meeting starts. Members will not be able to register on the day of the meeting.
 - b. Members who indicate that they will participate electronically will be authenticated following an online process during online registration and must have a valid e-mail address.
 - c. Once the member's identity is authenticated, the member will receive a link to enable them to participate electronically. The member will receive the link before the meeting.
 - d. Once the member signs in before the meeting, they will count towards a quorum.
 - e. Virtual meeting platforms limit the number of participants allowed in terms of the licensing agreement. The capacity limitation will be communicated to the members in the meeting notification, and members must be admitted on a first-come, first-served basis until capacity is reached. Members that cannot be accommodated virtually may join the physical meeting if possible.
 - f. If the Convocation meeting is conducted electronically, members can vote by registering on an app or website. The use of hard copy ballot papers will then be limited to members physically attending the meeting, if applicable.
 - g. Electronic participation will count towards a quorum if a member can vote in motions in real-time.

2.5 Meeting procedure

- 2.5.1 Meetings will be recorded by the Secretary of the Convocation for record-keeping purposes.
- 2.5.2 The President will read, or regard as having been read, the minutes of the last annual meeting and every extraordinary meeting held since. After the meeting approves the minutes, the President will sign the minutes to confirm them.⁹
- 2.5.3 The meeting will regard the minutes as read if a copy of the minutes was delivered to each person who is entitled and able to attend the meeting, within a reasonable period before the time stipulated for the meeting.¹⁰
- 2.5.4 The minutes of the previous meeting must be approved by the meeting on a proposal by a member and seconded by another member. The Secretary of the Convocation must record the approval.
- 2.5.5 The President will welcome members to the meeting and will introduce the keynote speaker, if applicable, for the meeting.
- 2.5.6 The meeting will deal with all motions, and members will vote on motions received before the agenda is closed.
- 2.5.7 A simple majority vote will decide all matters, and in the case of an equal outcome, the President may exercise a casting vote.
- 2.5.8 All ballot papers and electronic votes carry equal weight. The outcome of the vote will be announced at the meeting at an appropriate time.
- 2.5.9 A representative of the Alumni Relations Office, the office of the Registrar, and the Secretary of the Convocation or their delegate will count all the physical ballots to ensure transparency. Electronic votes will be added to the ballot votes.
- 2.5.10 The President, Rector, and Keynote speaker will have an opportunity to address, provide feedback or deliver their speech to the Convocation. The duration of any address, feedback or speech delivered at the meeting will be limited to 20 minutes.
- 2.5.11 After the formal agenda, the meeting will be closed.

2.6 Record of meeting¹¹

- 2.6.1 The minutes consist of an abridged, impartial version of all decisions taken at a meeting.¹²
- 2.6.2 The Secretary of the Convocation will submit the preliminary record of the meeting, approved by the Executive committee of the Convocation, to the Registrar within thirty business days after the meeting, highlighting the advice that the Convocation wishes to submit to the Council and Senate.
- 2.6.3 At the next available Senate and Council meeting, the Registrar must submit the advice received from the Convocation.

3 Extraordinary Meetings

- 3.1 The President of the Convocation must call an extraordinary meeting upon receipt of a written request signed by one hundred or more members.
- 3.2 The notice of the extraordinary meeting must include the date, time, place, venue, and the

⁹ General Rules with Regard to the Procedure for Meetings point 20(1)

¹⁰ General Rules with Regard to the Procedure for Meetings point 20(2)

¹¹ General Rules with Regard to the Procedure for Meetings point 69 to 73

¹² General Rules with Regard to the Procedure for Meetings point 68

matter to be discussed.

- 3.3 The extraordinary meeting must at least be conducted electronically.
- 3.4 No other matter except for the purpose for which the meeting was called, may be discussed at an extraordinary meeting.
- 3.5 The date of the extraordinary meeting must be published on the SU website and electronically forwarded to all members by the Alumni Relations Office within a reasonable time before the meeting.