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## GOVERNMENT NOTICE

### DEPARTMENT OF EDUCATION

No. 964

7 August 1999

### HIGHER EDUCATION ACT, 1997

(ACT No. 101 OF 1997)

#### AMENDMENT OF THE STATUTE OF THE UNIVERSITY OF NATAL

The Council of the University of Natal has made the Statute set out in the Schedule hereto in terms of section 32 of the Higher Education Act, 1997 (Act No. 101 of 1997), which is, in terms of the provisions of section 33 of the said Act, hereby published with the approval of the Minister of Education and which comes into operation on the date of this publication.

## **SCHEDULE**

**1.** *In this Schedule the words "the Statute" mean the Statute of the University of Natal promulgated in Government Notice No. 230 of 16 February 1962, as amended by Government Notice No. 403 of 15 March 1996.*

**2.** *Paragraph 1 of the Statute is hereby amended by the substitution for the paragraph of the following paragraph:*

### **"CHAPTER I**

**1. Definitions -** In this Statute, unless it is inconsistent with the context –

**"Institutional Forum"** means the institutional forum as contemplated in section 31 of the Act;

**"Rules"** means the institutional rules of the University made in terms of section 32 of the Act;

**"the Act"** means the Higher Education Act, 1997 (Act No. 101 of 1997);

**"the Private Act"** means the University of Natal (Private) Act;

**"the University"** means the University of Natal."

3. *Paragraphs 18 up to and including paragraph 32 of the Statute are hereby amended by the substitution for the paragraphs of the following paragraphs:*

### **"CHAPTER III**

#### **Council**

18. **Composition** - (1) Subject to the provisions of the Act, the management, control and executive power of the University shall vest in the Council, which shall consist of-

- (a) the Vice-Chancellor and Principal;
- (b) the Senior Deputy Vice-Chancellor;
- (c) the additional Deputy Vice-Chancellors;
- (d) five persons appointed by the Minister;
- (e) four members of the Convocation;
- (f) four members of the Senate elected by the Senate;
- (g) three persons designated by persons who, in terms of the paragraph 19, are donors;
- (h) two members of the non-professorial staff elected by the non-professorial staff of the University;
- (i) two members of the support staff, elected by the support staff of the University;
- (j) the Presidents of the Students' Representative Councils of the University;

- (k) five persons nominated by the Local Government structures of Durban and Pietermaritzburg, three from Durban and two from Pietermaritzburg;
- (l) eight other persons as the Council shall appoint; and
- (m) such other persons as the Council may appoint on the recommendation of the Chairperson to facilitate the work of the Council.

(2) Except as provided in subparagraphs (1)(a), (b), (c), (f), (h), (i) and (j), no member of the University staff and no student of the University is eligible for appointment or election as a member of the council.

**19. Donors** - (1) Every person who donates to the University any money or gifts in kind of a value equal to, or exceeding such amount as may, from time to time, be determined by the Council shall become a member of the constituency referred to in paragraph 18(1)(g).

(2) No person who is not a member of the said constituency may be elected to the Council in terms of paragraph 18(1)(g).

(3) "Person", for the purpose of this paragraph, shall include the nominee of any company or association of persons entitled to become a member of the said constituency in terms of subparagraph (1).

**20. Term of Office** - (1) Subject to the provisions of paragraphs 21 and 22, members of the Council shall hold office for four years, except the Vice-Chancellor and the Deputy Vice-Chancellor who shall remain members during their tenure of office.

(2) Subject to the provision of paragraphs 21 and 22 the period of office of a member of the Council shall be reckoned from the date at which the vacancy occurred: Provided that in the case of first appointments the period of office shall be reckoned from the first day of January of the year in which the appointment is made.

**21. Casual Vacancy** - Should a member die, resign or vacate office for any reason other than effluxion of time, the Registrar shall notify the relevant authority or body which has appointed such member of the vacancy, requesting such authority or body to appoint a successor, who shall hold office during the unexpired period of office.

**22. Loss of Office** - A member shall automatically vacate office if he or she is absent from three consecutive ordinary meetings of the Council without leave previously obtained; or becomes insolvent; or is convicted of any offence which, in the opinion of the Council, debars such person from serving as a member of the Council; or becomes incapacitated from fulfilling the duties of office by reason of mental or bodily infirmity or disease; or, being a representative of the Senate, ceases to be a member of the Senate; or, being a representative of the non-professorial staff, ceases to be a member of the non-professorial staff; or, being a representative of the support staff, ceases to be a member of the support staff; or, being a president of a Students' Representative Council, ceases to be a president of a Students' Representative Council.

**23. Vacancy** - The Registrar shall, not less than one month before the expiration of the period of office of any member, give notice in writing to the authority or body who has appointed such member, requesting such authority to appoint a successor or arrange such election as may be required to fill the vacancy.

**24. Election and appointment** - (1) Whenever it shall be necessary for the Minister to appoint a member of the Council, the Registrar shall notify the Minister.

(2) Whenever it shall be necessary for the Convocation to elect a member of the Council, the Registrar shall cause an election to be held as contemplated in paragraph 58.



(3) Whenever it shall be necessary for the Senate to elect a member of the Council, the Registrar shall bring the matter to the notice of the Senate, and the Senate shall hold an election by ballot, the method of taking such ballot to be determined by the Senate from time to time.

(4) Whenever it shall be necessary for the donors to elect a member of the Council, the Registrar shall request nominations from the constituency as defined by the Council from time to time and a postal ballot shall be held.

(5) Whenever it shall be necessary for non-professorial staff to elect a member of the Council, the Registrar shall cause an election to be held, the method of taking such a ballot to be determined by the Council from time to time.

(6) Whenever it shall be necessary for the support staff to elect a member of the Council, the Registrar shall cause an election to be held, the method of taking such a ballot to be determined by the Council from time to time.

(7) Whenever it shall be necessary for a Metropolitan or City Council to elect a member of the Council, the Registrar shall notify the Clerk of such Council.

(8) The eight persons to be elected by the Council in terms of paragraph 18(l) are elected in the following manner -

- (a) the Registrar shall invite nominations in writing from the members of the Council, reiterating that such nominees must be persons with knowledge and experience relevant to the objects and governance of the University;
- (b) if only eight persons have been nominated, the names of the nominees, after the availability of such persons has been ascertained, shall be put to the members of the Council for acceptance by a majority of the total number of members of the Council; and
- (c) if more than eight persons have been nominated, the Council shall elect eight members from the nominees in a manner as determined by the Council.

(9) If, in the opinion of the Chairperson of the Council, the work of the Council would be facilitated by the appointment of additional members in terms of paragraph 18(m), a recommendation shall be made to the Council for this purpose, and at its next ordinary meeting, the Council shall decide whether or not to appoint any of the persons so recommended.

(10) The name of every person appointed or elected as a member of the Council shall be forwarded forthwith to the Registrar by the authority or body by whom such member has been appointed or elected.

**25. Functions** - Subject to the provisions of the Act, the Private Act and this Statute, the Council shall be empowered -

- (a) to determine, after consultation with the Senate, of which faculty each school shall form part;
- (b) subject to the relevant conditions of service prescribed by the Council, to suspend or to terminate the services of any member of the staff of the University whose appointment has been confirmed by the Council: Provided that the services of such member of the staff shall not be terminated until the complaint against such staff member has been investigated in accordance with the applicable procedures; and
- (c) to determine, on the recommendation of the Senate, what scholarships, bursaries and other prizes at the disposal of the University shall be established, the conditions for the award and the tenure thereof.

**26. Chairperson, Vice-Chairperson and Acting Chairperson - (1)** The Council shall elect from amongst its members a Chairperson, a Vice-Chairperson and other office-bearers.

(2) The Chairperson, who shall be the chief executive officer of the Council, and the Vice-Chairperson shall each hold office for a period of three years.

(3) The Chairperson shall not hold office for more than two consecutive terms.

(4) In the absence of the Chairperson, the Vice-chairperson shall act as Chairperson of the Council and in the absence of both the Chairperson and Vice-Chairperson, the Council shall elect an Interim Chairperson.

**27. Casual vacancy** - If a vacancy occurs in the office of the Chairperson or of the Vice-Chairperson, for any reason other than effluxion of time, notices of such fact shall be given to the members of the Council by the Registrar, and the Council shall proceed at its first meeting thereafter to elect some other member as Chairperson or Vice-Chairperson, as the case may be, who shall hold office for the unexpired period of office.

**28. Vacancy by effluxion of time** - Whenever a vacancy is about to occur in the office of the Chairperson or of the Vice-Chairperson by effluxion of time, the Registrar shall give notice thereof at an ordinary meeting of the Council and the Council shall take the necessary steps to elect a successor, the retiring Chairperson or Vice-Chairperson being eligible for re-election subject to the provision of paragraph 26(3).

**29. Appointment of members of Senate** - In terms of paragraph 33(d), the Council shall appoint two of its members to hold office as members of the Senate for a period of two years: Provided that, if such a Council member ceases to be a member of the Council before the expiration of the period of office as a member of the Senate, the Council shall, at its next meeting, appoint some other member to hold office as a member of the Senate for the unexpired period of office.

**30. Procedure** - The quorum and the procedure of the Council shall be as follows -

- (a) Quorum – One-third of the members shall form a quorum: Provided that at any meeting, should there not be one-third of the members



present, those members present may agree to hold the meeting, subject to all decisions being ratified at the next ordinary meeting of the Council.

(b) Notice of meeting – At least three days before the holding of any ordinary meeting, the Registrar shall give notice, in writing, to each member stating the place and time at which such meeting shall be held and the business to be brought forward.

(c) Notice of business – Notice of subjects for consideration shall be in writing and shall be lodged with the Registrar at least seven days before the date of the meeting: Provided that with the consent of the majority of the members present, any member may bring forward business of an urgent nature at an ordinary meeting without notice.

(d) Chairperson – If the Chairperson and the Vice-Chairperson are absent from any meeting, the members present at such meeting shall elect one of their number to preside thereat in terms of paragraph 26(4).

(e) Minutes -

(i) The first act at each ordinary meeting shall be to read and to confirm by the signature of the Chairperson of the meeting the minutes of the last preceding ordinary meeting and of any special meetings held subsequently thereto.

(ii) Objections to the minutes shall be raised and decided before such confirmation.

(iii) It shall, however, be competent for the meeting to consider the minutes as read: Provided a copy thereof has been previously sent to members.

(f) Speaking -

(i) No member may, without special leave of the meeting, speak more than once to any motion or to any amendment

thereof: Provided that the mover of any motion or any amendment thereof shall have the right to reply.

- (ii) It shall, however, be open to any member to move that the subject under consideration be dealt with in committee, and, if seconded, such motion shall be put to the vote without further discussion.

(g) Voting -

- (i) Except where otherwise provided, all questions shall be decided by a majority of the votes of the members present and voting.
- (ii) On every question the Chairperson shall have a deliberative vote, and, in addition, in the event of an equality of votes, a casting vote.

(h) Record of votes -

- (i) The number of members voting for or against, or abstaining from voting on, any proposal shall be entered in the minutes if so decided by the meeting;
- (ii) Upon the request of any member, the Chairperson shall direct that a record of the vote of such member shall likewise be entered.

- (i) Motions – Every motion or amendment to a motion shall require to be seconded and shall, if so directed by the Chairperson, be in writing, and a motion may not be withdrawn except by permission of the meeting.

- (j) Chairperson's ruling – The ruling of the Chairperson on any question of order or procedure shall be binding unless immediately challenged by a member, in which event it shall be submitted without discussion to the meeting, whose decision shall be final.

- (k) Time and place of ordinary meetings – Ordinary meetings shall be held at such places and at such times as shall from time to time be determined by the Council.

(l) **Special meetings -**

(i) A special meeting may be called by the Chairperson at any time, either at Pietermaritzburg or at Durban, and shall be called at the request in writing of not fewer than five members, the object of the meeting being stated in the request.

(ii) No business other than that for which the meeting has been called shall be transacted at a special meeting, except by leave of the meeting.

(m) **Making, amending and rescinding of the Statute -**

(i) No proposal to make, amend or rescind any paragraph of the Statute shall be brought forward, unless previous notice in writing of such proposal shall have been given to the members of the Council by the Registrar.

(ii) A resolution to make, amend or rescind any paragraph of the Statute or a Rule shall require to be carried by a majority consisting of not fewer than three-fourths of the votes of the members present or, alternatively, by a majority of the votes of the members present at the meeting at which the motion is first proposed and at the next succeeding ordinary meeting.

(n) **Members' interests -** No member of the Council shall vote upon or take part in the discussion of any matter in which such member has directly any pecuniary interest, unless such member shall first disclose the nature and extent of any personal interest and shall have obtained the consent of the meeting to participate in the discussion and voting.

**31. Committees -** (1) The Council shall, in the interests of better administration of the affairs of the University, establish an Executive Committee, consisting of the Chairperson and the Vice-Chairperson of the Council, the Vice-

Chancellor and Principal, the Deputy Vice-Chancellor, two members of the Senate (other than the Vice-Chancellor and Principal and the Deputy Vice-Chancellors), appointed by the Council, from among the members of the Council elected by the Senate, and so many other members of the Council as the Council may elect annually as members of such Committee.

(2) The Council may delegate such powers and refer such matters to the Executive Committee as it may from time to time decide and the decisions of such a committee must be reported to the Council at its next ordinary meeting.

(3) The Council may, in addition, establish committees, the members of which shall hold office at the pleasure of the Council and which shall exercise such powers and functions as the Council may determine.

(4) The quorum and procedure of any such committee shall be as determined by the Council.

**32. Senate members on Council – (1)** The Senate shall elect four of its members, two from Durban and two from Pietermaritzburg, to be members of the Council and such members shall hold office for four years, from the first day of January following election.

(2) Such members shall be elected by postal ballot: Provided that no person shall be elected unless nominated for the office by two members of the Senate by letter addressed to the Registrar.

(3) If any member of the Council elected by the Senate resigns from the Council or ceases to be a member of the Senate before the expiration of the due period of office as a member of the Council, the Senate shall elect a successor, who shall hold office for the unexpired period of office.”.

**4.** *Paragraphs 33 up to and including paragraph 49 of the Statute are hereby amended by the substitution for the paragraphs of the following paragraphs:*

**"CHAPTER IV****Senate****33. Composition – The Senate consists of -**

- (a) the Vice-Chancellor and Principal;
- (b) the Deputy Vice-Chancellors;
- (c) the Pro Vice-Chancellors;
- (d) two members of the Council, elected by the Council: Provided that no persons referred to in subparagraphs (a), (b), (c), (f), (h), (i) and (j) are eligible for election under this subparagraph;
- (e) the professors of the University;
- (f) all deans, deputy deans and acting deans of faculties who are not professors of the University;
- (g) such heads and acting heads of schools who are not professors of the University;
- (h) six members of the non-professorial staff, who are not already members of the Senate, elected from among their number;
- (i) two members of the support staff elected by the support staff;
- (j) the directors or heads of such research institutions as may be declared by the council to be associated with the University;
- (k) one person, elected in the manner determined by the Senate, representing -
  - (i) the council, or governing body, of any college or institution declared by the council, on the recommendation of the Senate, to be associated with the University in the training of students; or
  - (ii) any authority or council or governing body with whom an agreement has been concluded;
- (l) two persons, who are entitled to vote, representing each Students' Representative Council established in the University from time to time;

- (m) a person who must be an observer for each students' faculty council established in the University from time to time, one of which persons from each seat of the University must be entitled to vote in accordance with the Rules made from time to time; and
- (n) such other persons as may be determined by the Senate from time to time.

**34. Functions** – Subject to the provisions of the Act, the Private Act and this Statute, the Senate shall be empowered with the ultimate responsibility for the maintenance of the academic integrity of the University and it shall have responsibility for the development of all academic initiatives of the University.

**35. Chairperson and Vice-Chairperson of Senate** – (1) The Senate shall elect from amongst its members a Chairperson, a Vice-Chairperson and other office-bearers.

(2) The Chairperson, who shall be the chief executive officer of the Senate, and the Vice-Chairperson shall each hold office for a period of three years.

(3) In the absence of the Chairperson, the Vice-chairperson shall act as Chairperson of the Senate and in the absence of both the Chairperson and Vice-Chairperson, the Senate shall elect an Interim Chairperson.

**36. Election of members of Senate by non-professorial staff** – The procedure for the election of members of the Senate by the non-professorial staff under the provisions of paragraph 33(h) shall be as follows -

- (a) The full-time, permanent members of the non-professorial staff of the University shall elect, by a secret ballot through the post conducted by the Registrar, six representatives from among themselves, such ballot being conducted in each alternate year.



- (b) The Registrar shall, in each alternate year, by letter addressed to the non-professorial staff qualified to vote, request nominations in writing.
- (c) No person shall be elected unless nominated for the office by two members of the non-professorial staff entitled to vote by letter addressed to the Registrar and acceptance of nomination shall be confirmed by the Registrar.
- (d) Such elected members shall hold office for two calendar years from the first day of the January following election.

**37. Casual vacancy of Senate members elected by non-professorial staff –**

(1) If any member of the Senate elected by the non-professorial staff in terms of paragraph 36 vacates office before the expiration of such member's period of office, the member shall be succeeded by the member of the non-professorial staff who obtained the next higher number of votes in the latest election and should the representative vacating office have been elected unopposed, the Registrar shall conduct a secret ballot for the purposes of electing a successor.

- (2) Such successor shall hold office for the unexpired period.

**38. Election of members of Senate by support staff –** The procedure for the election of members of the Senate by the support staff under the provisions of paragraph 33(i) shall be as follows -

- (a) The full-time, permanent support staff of the University shall elect, by a secret ballot through the post conducted by the Registrar, two representatives, one each from Durban and Pietermaritzburg, from among themselves, such ballot being conducted in each alternate year.
- (b) The Registrar shall in each alternate year, by letter addressed to the support staff qualified to vote, request nominations in writing.

- (c) No person shall be elected unless nominated for the office by two support staff members entitled to vote, by letter addressed to the Registrar.
- (d) Acceptance of nomination shall be confirmed by the Registrar.
- (e) Such elected members shall hold office for two calendar years from the first day of the January following election.

**39. Casual vacancy of Senate member elected by the support staff –** If any member of the Senate elected by the support staff in terms of paragraph 38 vacates office before the expiration of such member's period of office, the member shall be succeeded by the member of the support staff who obtained the next highest number of votes in the latest election and should the representative vacating office have been elected unopposed, the Registrar shall conduct a secret ballot for the purposes of electing a successor.

**40. Vacation of Office –** A member of the Senate shall vacate office if such member ceases to possess the qualifications to continue to hold office as a member of the Senate.

**41. Special Meeting – (1)** A special meeting may be called by the Chairperson at any time, and a special meeting shall be called by the Registrar at the request, in writing, of at least one-third of the members of the Senate, the object of the meeting being stated in the request.

(2) No other business other than that for which the meeting has been called shall be transacted at a special meeting, except by leave of the meeting.

**42. Procedure – (1)** One-third of the total membership of the Senate shall form a quorum: Provided that, if at the date and time of a scheduled meeting of the Senate, should there not be a quorum, the meeting shall take place and all matters which require approval, shall be ratified at the next ordinary meeting of the Senate.

(2) Ordinary meetings shall be held at such places and at such times as shall from time to time be determined by the Senate.

(3) The provisions of paragraph 30(b), (c), (d), (e), (f), (g), (h), (i) and (j) shall apply, *mutatis mutandis*, to the procedure of the Senate.

**43. Executive Committee of Senate –** (1) There shall be an Executive Committee of the Senate consisting of the Vice-Chancellor and Principal, who shall be the Chairperson, the Deputy Vice-Chancellors, the Deans of the faculties, the Dean of Students, eight members of the Senate, elected by the Senate in terms of subparagraph (2), such elected members to hold office for two years from the first day of January following election, the Director of Management Information, a member of faculty administrative staff, a member of faculty technical staff and three student representatives (at least one each from Durban and Pietermaritzburg).

(2) The members of the Senate elected to the Senate Executive shall not include any Council representative on the Senate, but shall include at least two non-professorial members of the academic staff and at least two heads of schools.

(3) Elected members of the Executive Committee of the Senate shall have designated alternate representatives.

**44. Functions –** The Senate may delegate to the Executive Committee of Senate such functions as it may, from time to time, deem fit.

**45. Quorum and proceedings –** (1) One half of the total membership of the Executive Committee of the Senate shall form a quorum.

(2) The Executive Committee of the Senate shall furnish the Senate with reports of its proceedings.

(3) The Executive Committee of the Senate shall meet at least six times per year, the time and places of such meetings to be as determined by the Executive Committee of the Senate.

(4) The provisions of paragraph 30(b), (c), (d), (e), (f), (g), (h), (i) and (j) shall apply, *mutatis mutandis*, to the procedure of the Executive Committee of the Senate.

**46. Boards of Faculties –** (1) There shall be committees of the Senate, termed boards of faculties, corresponding in number and in designation to the faculties of the University as determined by the Council, from time to time, on the recommendation of the Senate.

(2) Each board of a faculty shall consist of the Dean of the Faculty, who shall be the Chairperson of the Board of the Faculty, the Assistant or Deputy Dean, the Faculty Administrator, the head and at least one other representative of each school, in that faculty, at least two student representatives from the faculty and at least one member of the support staff of the faculty, elected by the support staff of the faculty, and such other persons as may be appointed to the board from time to time by the Faculty, with the approval of the Senate and the Council.

(3) In the absence of the Dean, the Deputy Dean shall act as Chairperson at a meeting and in the absence of both the Dean and the Deputy Dean, the members present shall appoint one of their number to preside at that meeting.

(4) Representatives of Student Counselling, Student Academic Affairs and the University Library are to be invited to attend all faculty board meetings.

(5) Elected members of the faculty boards shall have designated alternate representatives.

**47. Meetings of Boards –** (1) The boards of faculties shall meet at least four times per year at times and at places determined by the Dean: Provided that a special meeting of any board may be called by the Senate or the Dean at any time, or upon the request in writing of at least one-third of the members of the board.

(2) At all meetings one-third of the members of the board shall form a quorum.

**48. Duties of Boards of Faculties –** (1) Each board shall make recommendations to the Senate upon the syllabuses, courses of study, and examinations in so far as they affect the schools of its faculty, and upon other matters as the Senate may from time to time refer to it, and shall also report to the Chairperson of the Senate the names of the persons who have satisfied the conditions prescribed for degrees, diplomas or certificates in the faculty.

(2) No Rule affecting courses, curricula or examinations shall be adopted by the Senate for recommendation to the Council except after consultation with the board or boards concerned.

**49. Joint Committees of Council and Senate –** The quorum and procedure of any joint committee shall be as determined by the Council.”

**5.** *The following paragraphs are hereby inserted before paragraph 50 of the Statute:*

## **“CHAPTER V**

### **Institutional Forum**

**49A. Composition –** The Institutional Forum consists of -

- (a) two persons from among the Vice-Chancellor and Principal and the Deputy Vice-Chancellors;
- (b) one member of the Council;
- (c) two members of the Senate, who are professors;
- (d) two deans, elected by the deans;
- (e) two members of the non-professorial staff, elected by such non-professorial staff;
- (f) two members of the support staff, elected by the support staff;

- (g) two members of each of the recognised staff associations, or unions recognised by the council as representing staff of the University in terms of the Labour Relations Act, 1995 (Act No. 66 of 1995);
- (h) one member of the Convocation;
- (i) two representatives of each of the Students' Representative Councils in the University, recognised by the Council;
- (j) persons representing and appointed by the business sector, non-government organisations, the labour movement, community-based organisations, Pietermaritzburg and Durban local Councils, the Provincial Government and the national government; and
- (k) such additional members as recommended by the Institutional Forum to the Council in order to facilitate the work of the Institutional Forum.

**49B. Functions** – Subject to the provisions of the Act, the Private Act and this Statute, the Institutional Forum shall advise the Council and the Senate on -

- (1) issues of race and gender equity within University structures;
- (2) selection of candidates for executive and senior management positions;
- (3) codes of conduct, mediation and dispute resolution procedures and disciplinary procedures for staff and students;
- (4) the fostering of a culture of tolerance and respect for human rights;
- (5) the development of an environment which is appropriate for teaching and learning; and
- (6) such other issues as the Council and the Senate may refer to it in the transformation of the University.

**49C. Election of members of Institutional Forum** – (1) Whenever it shall be necessary for the appointment of members of the Institutional Forum as contemplated in paragraph 49A(j), the Registrar shall notify the relevant bodies.



(2) Whenever it shall be necessary for the Convocation to elect a member of the Institutional Forum, the Registrar shall cause an election to be held among the members of the Convocation.

(3) Whenever it shall be necessary for the Senate to elect members of the Institutional Forum, the Registrar shall cause an election to be held, the method of taking such a ballot to be determined by the Senate from time to time.

(4) Whenever it shall be necessary for the non-professorial staff to elect a member of the Institutional Forum, the Registrar shall cause an election to be held, the method of taking such a ballot to be determined by the Council from time to time.

(5) Whenever it shall be necessary for the support staff to elect a member of the Institutional Forum, the Registrar shall cause an election to be held, the method of taking such a ballot to be determined by the Council from time to time.

(6) For all members of the Institutional Forum elected in terms of subparagraphs (2) and (5) an alternate member shall also be elected.

(7) If, in the opinion of the Institutional Forum, the work of the Institutional Forum could be facilitated by the appointment of additional members in terms of paragraph 49A(k), a recommendation shall be made to the Council for this purpose, and, at its next ordinary meeting, the Council shall decide whether or not to appoint any of the persons so recommended.

**49D. Term of office – (1)** The appointed and elected members of the Institutional Forum shall hold office for two years: Provided that members elected in terms of paragraphs 49A(c), (d), (e) and (f) shall be elected in alternate years.

(2) The two persons representing the Vice-Chancellor and Principal and the Deputy Vice-Chancellor and the representatives of the staff associations or unions and the Students' Representative Council, shall remain members during their tenure of office.

**49E. Vacancy – (1)** Three months prior to the end of the period of office of members elected in terms of paragraphs 49A(c), (d), (e) and (f), the Registrar shall arrange an election for the replacement of those members whose term of office has expired.

(2) Three months prior to the end of the period of office of members appointed in terms of paragraphs 49A(g), (h), (i) and (j), the Registrar shall notify the authority or body which has appointed such member of the vacancy, requesting such authority or body to appoint a successor.

**49F. Casual Vacancy –** Should a member die, resign or vacate office for any reason other than effluxion of time -

- (a) the elected alternate member for such members as elected in terms of paragraphs 49A(c), (d), (e) and (f) shall become the member until the end of the period of office; and
- (b) for members appointed in terms of paragraphs 49A(g), (h), (i) and (j), the Registrar shall notify the authority or body which has appointed such member of the vacancy, requesting such authority or body to appoint a successor, who shall hold office during the unexpired period of office.

**49G. Loss of Office –** A member shall automatically vacate office if he or she is absent from three consecutive ordinary meetings of the Institutional Forum without leave being previously obtained.

**49H. Vacation of Office –** A member of the Institutional Forum shall vacate office if such member ceases to be a member of the constituency for which such member was elected or appointed.

**49I. Special Meetings – (1)** A special meeting shall be called by the Registrar at the request of the Council, the Senate or, of at least one-third of the

members of the Institutional Forum, the object of the meeting being stated in the request.

(2) No business other than that for which the meeting has been called shall be transacted at a special meeting, except by leave of the meeting.

**49J. Procedure – (1)** Twelve members of the Institutional Forum shall form a quorum: Provided that, if, at the date and time of a scheduled meeting of the Institutional Forum, there shall not be a quorum, the meeting shall take place and all matters which require approval, shall be ratified at the next ordinary meeting of the Institutional Forum.

(2) The members present at a meeting shall appoint one of their number to preside thereat.

(3) Time and place of ordinary meeting – Ordinary meetings shall be held at such places and at such times as shall from time to time be determined by the Institutional Forum.

(4) The provisions of paragraphs 30(b), (c), (d), (e), (f), (g), (h), (i) and (j) shall apply, *mutatis mutandis*, to the procedure of the Institutional Forum.”

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