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**OFFICE OF THE REGISTRAR**



**UNIVERSITY OF  
ZULULAND**

**NOTICE TO MEMBERS OF THE UNIVERSITY OF ZULULAND (UNIZULU)  
CONVOCATION**

**1. Background and Rationale**

The Convocation must hold at least one (1) General Meeting every four (4) years. NOTICE is hereby given that the General Meeting of the UNIZULU Convocation will be held as follows:

Date: Monday, 30 October 2023

Venue: Microsoft Teams or other Electronic Means

Time: 09h00

**2. Confirmation to Attend the Meeting**

In order to authenticate membership, members wishing to attend the meeting shall RSVP to [MothilalID@unizulu.ac.za](mailto:MothilalID@unizulu.ac.za) and [KheswaM@unizulu.ac.za](mailto:KheswaM@unizulu.ac.za) before or on **Monday, 02 October 2023**. *Please type your full names and surname, e-mail address, mobile contact number, and student number.*

**3. Composition of the Executive Committee of Convocation and Nominations**

The Committee consists of the President, Vice-President, Secretary and two (2) additional members of Convocation. Nominations for all the aforesaid positions should be made before or on Monday, **02 October 2023**. Requests for nomination forms as well as the completed forms shall be sent to [MothilalID@unizulu.ac.za](mailto:MothilalID@unizulu.ac.za) and [KheswaM@unizulu.ac.za](mailto:KheswaM@unizulu.ac.za).

**4. Eligibility and Criteria to Stand for Elections**

- 4.1 S48(3) of the UNIZULU Statute prescribes that the provisions of paragraph 22 relating to the election of the Chairperson and the Deputy Chairperson of Council apply, **with the necessary changes**, to the election of a President and a Vice-President of the Convocation.

**University of Zululand**

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- 4.2 Members wishing to stand for the election of President, Vice-President, Secretary and other two additional members shall:
- (a) be a member of Convocation at least for five (5) years.
  - (b) have proven record of collaborative initiatives with the University or other entities to assist the Convocation fulfil its functions entrenched on *S47(2)(a)(b)(c) of the UNIZULU Statute*.
  - (c) submit a profile to the Registrar indicating his or her extent of involvement on collaborative initiatives as mentioned on (b) above.

## 5. Procedure on e-voting

- 5.1 The voting method shall be online through the University's online system for conducting elections. This is to ensure that all members (local, national and international) are afforded an opportunity to attend the Meeting and cast their votes efficiently. This will also contribute towards the fulfilment of the University's strategic objective that of becoming a digitally enabled university.
- 5.2 The e-voting station shall be set at the University.
- 5.3 The voting process shall be managed by the external service provider appointed by the University.
- 5.4 The Registrar and Secretary General of Convocation shall be the Observers during the elections period. If the Secretary General is standing for elections, ***S48(4) of the UNIZULU Statute states that the Vice-Chancellor may appoint an employee of the University to assist the secretary or to act in his or her place when necessary.*** This shall be applied when necessary.
- 5.5 The University shall provide a link to all members to demonstrate the voting process at a reasonable time before the General Meeting. This link shall be communicated via the University website.
- 5.6 No group voting shall be allowed as One Time Pin (OTP) will be for the respective member and cannot be shared.

## 6. Motions for Consideration at the Meeting

- 6.1 S49(3) of the UNIZULU Statute states that ***Notice of any motion or matter for discussion at a meeting must be given to the secretary in writing 1 month before the date of the general meeting.***
- 6.2 No motions shall be considered on the day of the Meeting as the NOTICE of this Meeting complies with S49(2) of the UNIZULU Statute i.e. ***The secretary must give due notice of such a meeting to every member at least eight weeks before the meeting.***

**7. Agenda for the Meeting**

- (a) Opening and Welcome – Registrar
- (b) Report on Activities of the Executive Committee – President
- (c) Election Procedure – Registrar
- (d) Elections (President/Vice-President/Secretary/2 Additional Members)
- (e) Announcement of Results per Portfolio - Registrar
- (f) Election of 1 member of the Executive Committee as Additional Convocation Representative of Council
- (g) Announcement of Results - Registrar
- (h) Announcement on Induction of new Council Members – Registrar
- (i) Address by the new President
- (j) Date of the Inaugural Meeting of the Executive Committee - Registrar
- (k) Closure

**8. ENQUIRIES**

Please contact the following personnel:

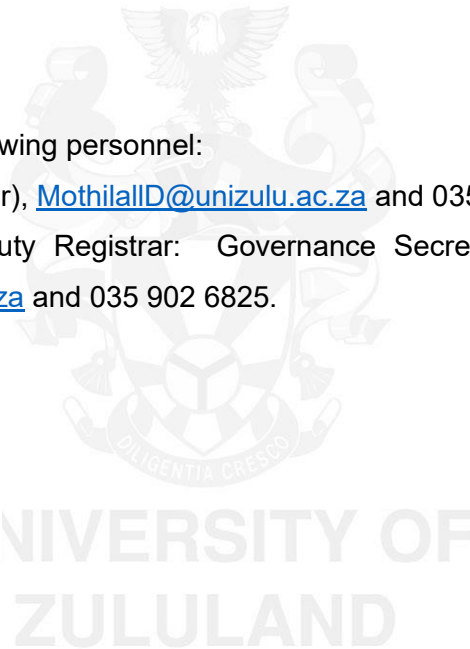
Mr D Mothilall (Registrar), [MothilallD@unizulu.ac.za](mailto:MothilallD@unizulu.ac.za) and 035 902 6632.

Mr MO Kheswa (Deputy Registrar: Governance Secretariat and Convocation),  
[KheswaM@unizulu.ac.za](mailto:KheswaM@unizulu.ac.za) and 035 902 6825.

Yours Faithfully



**D Mothilall**  
**REGISTRAR**



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