
GOVERNMENT NOTICES
GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF WELFARE

No. R. 1698
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**REGULATIONS RELATING TO ELECTION OF MEMBERS OF THE SA COUNCIL
FOR SOCIAL SERVICE PROFESSIONS; QUORUM FOR AND PROCEDURE AT
THE MEETINGS OF THE COUNCIL AND THE EXECUTIVE COMMITTEE;
ACCOUNTING RECORDS; FINANCIAL STATEMENTS; APPEAL AGAINST
REFUSAL, PENALTY OR REMOVAL FROM THE REGISTER**

Regulations made under the Social Work Act, 1978, published as Government Notice R. 698 in Government Gazette 7525 of 3 April 1981, as amended by Government Notices R.706 in Government Gazette 9662 of 29 March 1985, R. 947 in Government Gazette 13876 of 27 March 1992, R. 1655 in Government Gazette 16782 of 27 October 1995 and R. 1698 in Government Gazette 19644 of 31 December 1998.

The Minister for Welfare and Population Development has, in terms of section 28 of the Social Work Act, 1978 (Act 110 of 1978), made the Regulations set out in the Schedule hereto.

SCHEDULE

Definitions

1. In these regulations, unless the context otherwise indicates –
“*agent*” means any person designated in writing by a candidate to represent him at an event referred to in a regulation 14 or 15;

“*appeal committee*” means an appeal committee appointed in terms of section 25;

“*ballot paper*” means the ballot paper referred to in regulation 13;

“*candidate*” means any person nominated in terms of regulation 7;

“*community*” means all South African citizens;

“*cover envelope*” shall mean the cover envelope referred to in regulation 13(3);

“*election*” means the election of the members of the council under section 5;

“*executive committee*” means a committee referred to in section 9 of the Act;

“*fair value*” in relation to immovable property and other assets, means the price which such property or assets may reasonably be expected to fetch in the open market in a bona fide sale on the date in question;

“*financial statements*” means the financial statements referred to in regulation 46(1);

“identification envelope” shall mean the identification envelope referred to in regulation 12;

“member” of *“members”* means a member or members of the council;

“national forums and networks” means bodies nationally constituted in the welfare social services and development field who have informed the Minister of their existence;

“nomination form” shall mean the nomination form referred to in regulation 6;

“nomination time” means any person and hour specified in regulation 5(1);

“office bearer” means any person to be elected in terms of section 7(1);

“official languages” means the official languages of the Republic;

“polling day” means the day on which the period specified in the notice published in terms of regulation 11 expires;

“polling officer” shall mean a polling officer appointed in terms of regulation 17(1);

“president” means the president of the council elected in terms of section 7(1);

“register” shall mean the register referred to in section 19(1);

“registration number” shall mean a registration number contained in the register referred to in section 19;

“registered address” shall mean the address appearing in the register of the council on the date of despatch of a ballot paper;

“returning officer” means the officer referred to in regulation 4;

“section” means a section of the Act;

“serial number” means the number referred to in regulation 12(2);

“social worker” means any person registered or deemed to be registered in terms of section 17;

“the Act” means the Social Work Act, 1978 (Act 110 of 1978);

“the number of members to be elected” means the number of members referred to in the relative notice published in terms of regulation 5;

“vice-president” means the vice-president of the council elected in terms of section 7(1);

“voter” means any person who is entitled to vote at an election in terms of regulations 2 and 3;

and any word to which a meaning has been assigned in the Act shall bear that meaning.

ELECTION OF MEMBERS OF THE S. A. COUNCIL FOR SOCIAL SERVICE PROFESSIONS

Qualifications of voters

2. Subject to the provisions of regulation 3 –

(1) Every social worker shall be entitled to record one vote at the election for every member to be elected in terms of section 5(1)(a) of the Act; and

(2) Every person registered with a professional board other than the professional board for social work shall be entitled to record one vote at the election for every member in the profession concerned to be elected in terms of section 5(1)(b) of the Act.

3. Notwithstanding the provisions of regulation 2, no person shall be entitled to vote at the election if, on the day on which he/she votes, he/she is not a South African citizen.

Returning officer

4. The registrar or the person deputising for him/her shall be the returning officer for elections held in terms of these regulations.

Submissions of nominations

5. (1) The returning officer shall, not more than 120 days and not less than 90 days prior to election, publish a notice in the *Gazette* in the form of Annexure A.

(2) If a member vacates his or her office prior to the expiry of the term of office of the members of the council the notice referred to in sub-regulation (1) shall be published in the *Gazette* as soon as possible after the date on which such member vacates his or her office.

(3) Nominations of candidates for the election of the number of members to be elected, may be submitted to the returning officer up to the date and hour specified in Annexure A which date shall not be later than 30 days after the date of publication of such notice.

6. (1) Each candidate shall be nominated on the nomination form as set out in Annexure A and nominations shall reach –

- (a) in case of members to be elected in terms of section 5(1)(a) and (b) the returning officer later than the hour and date indicated in Annexure A; and
- (b) in case of the members to be appointed by the Minister in terms of section 5(1)(c)(i), (iii), (iv), (v) and (vii) the Minister not later than the date indicated by the Minister in Annexure B.

(2) Nominations shall be lodged in respect of section 5(1)(a), (b) and (c)(i) and (iii-viii) of the Act.

(3) Nominations for candidates shall be requested as follows:

- (a) The returning officer shall for the purposes of any nomination in terms of subsection (1)(a) through a written request and by notice in the *Gazette* invite such nominations from all social workers.
- (b) The returning officer shall for the purposes of any nominations in terms of subsection (1)(b) through a written request and by notice in the *Gazette* invite such nominations from registered professionals other than social workers in respect of which professional boards have been established.
- (c) The Minister shall for the purpose of any nominations in terms of subsections (1)(c)(i), (iii), (iv), (v) and (vii) through the media and by notice in the *Gazette* invite such nominations.
- (d) The Minister shall for the purposes of any nominations in terms of subsections 1(c)(vi) and (viii), respectively, address a written request for such nominations to the Minister of Education in the national sphere of government and to the

heads of the departments responsible for welfare matters in the provincial sphere of government, respectively.

Nomination of candidates

- 7. (1)** No person shall be accepted as a candidate for election unless –
- (a) he or she is nominated in writing in the form of Annexure A as such a candidate before expiry of the nomination time;
 - (b) he or she is nominated in terms of section 5(1)(a) by a social worker;
 - (c) he or she is nominated in terms of section 5(1)(b) by a person registered with a professional board for social work, provided that the person nominating will be registered with the same professional board as the nominee;
 - (d) he or she accept such nomination in writing, in the form of Annexure A, before the expiry of the nomination time specified on the nomination form; and
 - (e) he or she deposits with the returning officer an amount of R50 before the expiry of the nomination time.
- (2)** The amount referred to in paragraph (e) above shall be refunded to a candidate –
- (a) if he or she is elected in terms of these regulations; or
 - (b) if he or she receives a number of votes greater than or equal to at least one third of the total number of votes received by the elected candidate.
- 8.** A nomination in terms of regulation 7 shall be invalid –
- (a) unless it contains all the particulars as required in Annexure A; and
 - (b) if a voter signs the nomination form for more candidates than the total number of members to be elected.
- 9. (1)** If the number of persons accepted as candidates is equal to or less than the number of members to be elected, the returning officer shall forthwith declare the candidates who were so acceptable to be duly elected members and shall cause a notice to that effect to be published in the *Gazette*.
- (2)**
- (a) If the number of duly elected members referred to in sub-regulation (1) is less than the number of members to be elected, the returning officer shall, within 14 days of the publication of the notice referred to in sub-regulation (1), publish a notice referred to in regulation 5(1) with regard to the election of the members still to be elected.
 - (b) The provisions of these regulations shall apply *mutatis mutandis* to the nomination and election of such members.
- 10.(1)** If, on or before the polling day, a candidate dies or notifies the returning officer in writing of the withdrawal of his/her candidature and the remaining number of candidates is equal to or less than the number of members to be elected, the election shall be stopped immediately and the returning officer shall forthwith declare the said candidates to be duly elected members and shall cause a notice as contemplated in regulation 9 to be published.
- (2)** If, on or before the polling day, a candidate dies or notifies the returning officer in writing of the withdrawal of his/her candidature and the remaining number of candidates exceeds the number of members to be elected, the election shall be proceeded with as if

the candidate who died had not died or the candidate who withdrew his/her candidature had not withdrawn his/her candidature, but any votes which have been or are recorded in his/her favour be ignored in the determination of the result of the election.

Notice of election

11. If the number of candidates is more than the number of members to be elected, the returning officer shall within 14 days of the nomination time cause a notice to be published *mutatis mutandis* in the manner specified in regulation 5 to the effect that during the period 30 days immediately preceding the polling day an election of the number of members to be elected shall be held from amongst the said candidates and that such election shall take place by secret ballot, which shall be provided by the returning officer.

Issuing of ballot papers

12.(1) If an election by ballot becomes necessary, the returning officer shall send by post to the registered postal address of each voter not less than 30 days before the polling day a ballot paper, identification envelope in the form of Annexure C and cover envelope together with directions concerning the procedure to be followed by the voter in order to vote and the procedure to be followed for the return of the said documents.

(2) The returning officer shall allocate a serial number to each ballot paper despatched in terms of sub-regulation (1) and shall record the date of despatch thereof.

(3) Where a letter or identification envelope so despatched is lost or destroyed or spoilt, the returning officer shall, if on the strength of an affidavit he/she is satisfied of such loss or destruction or spoilage, despatch or deliver to the voter to whom the original documents were despatched, at his/her request, a new ballot paper or identification envelope or both.

Ballot papers

13.(1) Subject to the provisions of regulations 15(7), a voter shall cast his/her vote by personally making an X mark in the square appearing on the ballot paper opposite the name of the candidate for whom he/she wants to vote.

(2) (a) A ballot paper referred to in sub-regulation (1) shall be for social workers in the form of Annexure D.

(b) A ballot paper referred to in sub-regulation (1) shall be for registered professionals other than social workers in respect of which professional boards have been established in the form of Annexure E.

(3) A voter shall –

(a) place his/her ballot paper in the identification envelope and seal it;

(b) complete and sign the declaration on the identification envelope in the presence of two witnesses who shall certify his/her signature;

(c) place the identification envelope in a cover envelope addressed to the returning officer and post or otherwise convey it to him/her.

(4) On the counterfoil of the ballot paper referred to in sub-regulation (4) only the serial number of the ballot paper concerned shall be specified.

Examination and safe-keeping of papers received by the returning officer

14. The returning officer shall place each identification envelope received by him/her unopened in a ballot box previously sealed by him/her in the presence of a candidate, agent or polling officer while it was empty, and shall keep such ballot box in safe custody up to and on the polling day so that no person other than him/herself shall have access to it.

Determination of result of election

15.(1) The returning officer shall, as soon as possible after polling day, but not later than the first working day thereafter, in the presence of the candidates, agents and polling officers who are then present, commence to determine the result of the election and shall –

- (a) examine the identification envelopes to determine whether the declarations were completed in accordance with the provisions of regulation 13(3);
 - (b) open such identification envelopes as in his/her opinion meet the requirements of regulation 13(3) and place the ballot papers in a ballot box sealed in the manner referred to in regulation 14; and
 - (c) examine the ballot papers and determine the validity of each such ballot paper.
- (2) The returning officer shall reject a ballot paper in each instance where the voter –
- (a) has not returned such ballot paper in the identification envelope;
 - (b) has neglected to complete the declaration on the identification envelope in every particular in accordance with the provisions or regulation 13(3);
 - (c) has not marked his/her ballot paper or his/her ballot paper is invalid owing to any uncertainty;
 - (d) has voted for more than one vote per candidate or has returned more than one ballot paper; and
 - (e) has voted for a person who was not a candidate; and no votes cast on such ballot paper shall be taken into account at the counting of the votes recorded at the election.
- (3) No vote cast on a ballot paper which is not received by the returning officer before the hour on the polling day determined by him/her shall be taken into account at the counting of the votes recorded at the election.
- (7) Notwithstanding the provisions of sub-regulation (2), no ballot paper or votes shall be rejected solely on account of the fact that a vote thereon or such vote has been recorded otherwise than by means of the X mark referred to in subregulation 13(1), unless it appears to the returning officer from the ballot paper and he/she is of the opinion that a vote for a particular candidate has been changed to a vote for another candidate.
- (8) No vote recorded on a ballot paper which has been rejected in terms of these regulations and no vote which has thus been rejected shall be counted at the determination of the result of the election.
- (9) The returning officer shall endorse on every ballot paper which he/she rejects as invalid that it has been rejected and he/she shall, opposite every vote which he/she rejects, endorse the name of the candidate for whom such vote was cast.
- (10) If an objection against the rejection of a ballot paper or vote has been registered, the returning officer shall endorse on the ballot paper that such objection has been registered.
- (11) If any objection is raised by or on behalf of a candidate against the acceptance of a ballot paper or vote, the returning officer shall endorse on the ballot paper concerned that an objection has thus been registered.

(12) As soon as the returning officer has ascertained the validity or otherwise of all the ballot papers and of all votes recorded thereby in terms of these regulations, he or she shall determine the number of votes cast for each candidate and which are not rejected in terms of these regulations, and he or she shall, subject to the provisions of sub-regulation (13) and the number of members to be elected, in descending numerical sequence per profession, declare those candidates who drew the largest numbers of such votes to be duly elected members of the council.

(13) If two or more candidates have received an equal number of votes in each profession in terms of section 5(1)(a) and (b) and as a result it is not possible in terms of sub-regulation (11) to declare as many candidates as there are members to be elected to the council, the returning officer shall declare the candidates in respect of whom such a declaration is possible to be duly elected members of the council with effect from the date contemplated in section 5(7), and the returning officer shall immediately in the presence of the candidates, the agents (if present) and the polling officers determine by drawing lots which of the candidates, who received an equal number of votes shall be declared elected.

(14) The returning officer shall as soon as possible cause the result of the election, including the number of votes recorded for each candidate, to be published in the Gazette.

General provisions

16.(1) The returning officer shall immediately after the result of the election has been determined in terms of these regulations –

- (a) seal in a separate parcel all the ballot papers which he/she has rejected in terms of these regulations, together with a list of any votes which he/she has so rejected mentioning the number of the ballot paper concerned and, if it was possible to ascertain them, the names of the candidates affected by such rejection, and mark the parcel with the expression “rejected ballot papers”;
- (b) seal in a separate parcel the counterfoils of all ballot papers which have been issued by him/her and mark the parcel with the expression “counterfoils”; and
- (c) seal in a separate parcel all other papers relating to the election including the nomination of candidates, and mark the parcel “election papers”.

(2) The returning officer shall forthwith deliver the parcels referred to in sub-regulation (1) to the registrar, who shall keep such parcels unopened for a period of at least one year, unless he/she is otherwise directed by a competent court.

17.(1) The returning officer may at any time appoint such other polling officers as he or she may deem necessary to assist him or her in the performance of his or her functions in terms of these regulations.

(2) The said polling officers shall carry out their functions under the supervision and by direction of the returning officer.

(3) No candidates or any person in the service of or under the control of a candidates shall be appointed polling officer.

18. The returning officer and every polling officer, candidate or agent who is entitled to be present at the examination of papers or the determination of the result of the election in terms of regulation 15 shall, before he or she assumes the office of returning officer or

before he or she may be so present as polling officer, candidate or agent, make a declaration on oath or affirmation in the form of Annexure F.

19. Except in so far as is otherwise provided by or in terms of these regulations, the returning officer shall perform his/her duties in terms of these regulations during the hours between 08:00 and 12:30 and 14:00 and 16:00 on every day of the week that is not a Saturday, a Sunday or a public holiday referred to in section 1 of the Public Holidays Act, 1994 (Act No. 36 of 1994).

Commencement

These regulations shall come into effect on the date of commencement of the Social Work Amendment Act, 1995.

**QUORUM FOR AND PROCEDURE AT MEETINGS OF THE COUNCIL AND THE
EXECUTIVE COMMITTEE.**

20. The majority of the members shall constitute a quorum at any meeting of the council.

21.(1) The first meeting of each newly constituted council shall be convened by the registrar and be held in Pretoria as soon as possible after the constitution of such council to elect office-bearers and to transact business of urgency.

(2) The date of each ordinary meeting of the council shall be fixed by the council.

22. (1) Notices convening ordinary and special meetings shall be signed by the registrar and shall specify the business to be transacted at such meetings.

(2) In case of ordinary meetings, such notices shall be sent by post or by hand to each member at least 14 days before the date appointed for the meeting.

(3) In case of special meetings, such notice shall be given as the president may deem adequate and, if necessary, notice may be given by telegram, telefax or telephone.

23. No matter not included in the said notice shall be considered at any meeting of the council, unless the majority of the members present at such meeting consent thereto or the Minister so directs.

24. Any member wishing to bring any matter before the council shall forward in writing to the registrar, at least one month before the date appointed for a meeting, a notice of motion thereof, which motion shall be published in the notice convening the meeting and shall be considered with the other business to be brought before the council.

25.(1) No matter shall be considered without due notice having been given as required by regulation 24, unless permission has been obtained from the meeting to bring such matter forward as a motion.

(2) Should the motion find no seconder, it shall not be further considered.

26. On the motion of a member which has been duly seconded and agreed to, the council may adjourn a meeting to any day or hour, but no business shall be transacted at an adjourned meeting except such as was set out in the notice convening the meeting of which it is an adjournment, other than matters which are brought forward in terms of regulation 23.

27. Every member shall attend every meeting of the council, unless he has been granted leave by the president or, in his absence, by the vice-president, to be absent from such meeting.

28.(1) The president, or in his absence, the vice-president, shall preside at all meetings of the council.

(2) If both the president and the vice-president are absent from a meeting of the council, the members present at the said meeting shall elect a member who is so present to preside at such meeting.

29. The person so presiding at a meeting shall take the chair at the appointed hour, and if at the expiration of a quarter of an hour there shall not be a quorum present, he may declare the meeting postponed to a day and hour to be fixed by him.

30. An attendance register shall be kept by the registrar, who shall enter therein at each meeting the names of all members attending.

31.(1) The decision of majority of the members present at any meeting of the council shall be the decision of the council.

(2) Every member, including the person presiding at a meeting of the council, shall have one vote and in the event of an equality of votes in regard to any matter, the person so presiding shall also have a casting vote.

32. The votes of the members present at a meeting of the council shall be cast in the manner determined by the person presiding at such meeting.

33. If a member who is present at a meeting of the council does not agree with a resolution of the council passed at such meeting, he may request that his dissension, with or without the reasons therefor, be recorded in the minutes, and the member presiding at such meeting shall comply with such request or ensure that it is compiled with.

34.(1) Except in so far as these regulations provide otherwise, the person presiding at a meeting of the council shall decide any question of order or procedure at any meeting of the council.

(2) If any member objects to such decision, the question shall be put to the vote without further discussion and the decision of the meeting shall be final.

35.(1) The registrar shall keep minutes of the proceedings at all meetings of the council and a record of such proceedings shall be kept in the form of typewritten minutes.

(2) Such minutes shall include a statement of the date and place of the meeting and shall contain a list of the names of all members present at such meeting and résumé of the subject dealt with and such resolutions as are adopted, but without any comment or observations by the members.

36. A copy of the minutes of a meeting shall as soon as possible after every such meeting be forwarded by the registrar to each member.

37.(1) The minutes of a meeting of the council shall be presented to the council at the first ensuing meeting of the council.

(2) If such minutes are confirmed at such ensuing meeting, whether with or without amendments, they shall be signed by the presiding at such meeting and by the registrar.

37A. The provisions of regulations 20 to 27 shall, as far as they are applicable, apply *mutatis mutandis* to the quorum for and procedure at meetings of the executive committee.

ACCOUNTING RECORDS

38.(1) The council shall keep in one of the official languages such accounting records as may be necessary fully to disclose the nature and extent of its financial transactions and the state of its affairs, and such records shall include –

- (a) a record of its income and expenditure;
- (b) a record of its assets and liabilities, including-
 - (i) A brief description of the situation of any immovable property and sufficient details to identify any other assets;
 - (ii) the date of the acquisition of such assets and the price at which such assets were acquired;
 - (iii) the amount of any mortgage bond registered against any such immovable property;
 - (iv) the fair value of any immovable property at the end of each financial year;
 - (v) the amount provided for depreciation or replacement of the assets referred to in subparagraph (i);
- (c) a daily record of all moneys received and of all amounts paid out, properly supported by documentary evidence of the receipt or payment of such moneys or amounts.

(2) The records referred to in sub-regulation (1) shall be kept by means of entries made in bound books, unless the council otherwise approves.

FINANCIAL STATEMENTS

39.(1) The council shall in respect of every financial year cause to be prepared in one of the official languages financial statements fully setting out the financial affairs of the council and consisting of –

- (i) a statement of income;
 - (ii) a statement of source and application of funds;
 - (iii) a balance sheet;
 - (iv) the auditor's report referred to in sub-regulation (2).
- (2) (a) When the auditor of the council has carried out his audit free from any restrictions, he shall make a report to the effect that he has examined the financial statements in so far as he deemed necessary and that in his opinion such statements represent the financial position of the council.
- (b) In the event of the auditor being unable to make such report or to make it without qualification, he shall include in his report a statement to that effect and set forth the facts or circumstances which prevent him from so making his report or from making it without qualification.

40. A copy of the financial statements referred to in regulation 39 shall be submitted to the Minister within the period of 180 days immediately following upon the close of the financial year to which they relate.

41.(1) A copy of the financial statements submitted to the Minister in terms of regulation 40 shall, during normal office hours, lie for inspection, free of charge, by any member of the public at the registrar for a period of 90 days from the date on which such statements were so submitted.

(2) Notwithstanding anything to the contrary in sub-regulation (1) contained, the registrar may, in his discretion, allow any person who in his opinion has a substantial interest therein to inspect at his office, free of charge, any financial statement at any time within a period of one year of the date referred to in sub-regulation (1);

(3) Any person may obtain from the registrar a copy of any financial statement on prepayment of a fee of R3 which shall preferably be made out in the form of a cheque or postal order which shall be made out of the SA Council for Social Work (abbreviated SACS^W) and which, in the case of a cheque, shall include the correct bank commission.

APPEAL AGAINST REFUSAL, PENALTY, OR REMOVAL FROM REGISTER

- 42. (1)** An appeal under section 25(1) against a decision of the council or committee shall be noted by the delivery to the registrar, for submission to the Minister, a notice setting out clearly and succinctly the ground, whether of fact or law, on which the appeal is based.
- (2) The registrar shall submit such notice to the Minister immediately on receipt thereof and shall transmit a copy thereof, together with a copy of the proceedings in question, to the person who presided at the meeting of the council or committee at which the decision appealed against was taken.
- (3) The said person shall, within 14 days thereafter, furnish the registrar with a statement, in writing, setting out –
- (a) the fact the council or committee found to be proved at such proceedings;
 - (b) the reasons of the council or committee for any finding of fact specified in the appellant's notice of appeal as a finding of fact appealed against; and
 - (c) the reasons of the council or committee for any ruling on any question of law or as to the admission or rejection of evidence specified as a ruling appealed against.
- (4) The registrar shall, within 14 days of the date of the appointment of the appeal committee appointed to hear the appeal –
- (a) transmit to the chairman of the appeal committee –
 - (i) the notice of appeal and statement referred to in subregulation (1) and (3); and
 - (ii) the minutes of such proceedings,
 - (b) transmit to each one of the other members of the appeal committee concerned a copy of the said notice of appeal and statement and, if applicable, also a copy of the minutes of such proceedings; and
 - (c) Supply the appellant with a copy of the statement referred to in sub-regulation (3).
- (5) (a) The registrar shall notify the appellant in writing of the date, time and place fixed by the appeal committee for the hearing of the appeal.
- (b) Such notification shall not less than 30 days before the date so fixed be posted by registered post to the appellant.
- (6) Subject to the provisions of section 25(3), the appeal committee shall decide the appeal of the said notice of appeal, statement and minutes of the said proceedings.
- (7) No person whose presence is not necessary shall, except by leave of the appeal committee, be present at the hearing of any appeal under section 25.
- (8) The decision of the majority of the members of the appeal committee shall be the decision of the committee.
- (9) The registrar shall by direction of the chairman of the appeal committee notify the appellant in writing of the decision of the appeal committed.
- (10) The registrar shall notify the council that an appeal has been noted against a decision of the council or committee and of the decision of the appeal committee.

NOMINATION FOR ELECTION OF MEMBERS OF THE S A COUNCIL FOR SOCIAL
SERVICE PROFESSIONS

REQUEST FOR NOMINATIONS

1. In terms of the provisions of regulations 6(1)(a) of the regulations relating to the election of members of the Council, nominations are hereby requested for candidates to be elected by social workers to serve on the Council.
 2. Nominations of social workers.
 - 2.1 Nominations are invited for the election of social workers.
Each social worker who is a South African citizen resident in the Republic shall be eligible for nomination.
Each social worker resident in the Republic who is a South African citizen may sign not more than nominations.
- *Nomination of(specify practitioner of profession concerned) **(Delete whichever is not applicable)***

3. Each candidate shall be nominated separately in the following form:

NOMINATION FORM

I nominate (print the full first names, surname and registration number of the candidate as they appear in the Register):

First names:

Surname:

SACSSP Registration number:

for election as a member of the South African Council for Social Service Professions in the following category of **social workers** as contemplated in section 5(1)(a) of the Social Service Professions Act 110 of 1978.

.....
Signature of person nominating

Full first names and surname:

SACSSP registration number:

of the person who nominates as they appear in the register.

4. Each person who signs a nomination form shall lodge a declaration on the following form with the nominations:

DECLARATION BY PERSON WHO NOMINATES

I, (print the full names, surname and registration number as they appear in the register)

Full first names and surname:

.....

with SACSSP registration number:,

declare that I am a South African citizen resident in the Republic at (state full residential address):

.....

.....

.....

.....

.....

Signature of person nominating

Date

Co-signed by two witnesses

.....

Signature witness (1)

Full names and surname:

ID number:

.....

Signature witness (2)

Full names and surname:

ID number:

5. Simultaneously with the lodging or not later than the time and date determined in subparagraph (4), each candidate shall lodge with the returning officer –

- (a) a curriculum vitae of not more than **150 words**, including, where possible, a telephone and/or fax number where the candidate may be reached;
- (b) a clear passport size photograph on which the candidate's name and SACSSP registration number are indicated on the back;
- (c) a deposit of R50,00;
- (d) his or her consent to the nomination in the following form:

CONSENT TO NOMINATION

6. I (print full first names, surname and registration number as they appear in the register)

First names:

Surname:

SACSSP Registration number:

declare that –

(a) I consent to nomination;

(b) I am a South African citizen;

(c) I am permanently resident in the Republic at (state full residential address)

.....

.....

.....I agree to accept nomination in the following category in terms of section 5(1)(a) of the Act:

social worker.

.....

Signature of nominee

Date

Co-signed by two witnesses

.....

Signature witness (1)

Full names and surname:

ID number:

.....

Signature witness (2)

Full names and surname:

ID number:

NOTE: If the person nominated is unable to sign the nomination form, he or she may inform the returning officer by letter or facsimile transmission or email that he or she consents to his or her nomination and co-signed by two witnesses.

7. Each completed nomination form must reach the returning officer by post, by hand or by email not later than **16h00 on 23 March 2021**. A nomination which does not comply with the above requirements or which has not been lodged with the *returning officer* at the address stated below by the said time and date shall be invalid.

8. Forms are also available from the returning officer

8. RETURNING OFFICER

Langi Malamba(Ms)

Returning officer

Postal address: SACSSP, Private Bag X12, Gezina, 0031

Street address: SACSSP, 37 Annie Botha Avenue, Riviera, Pretoria 0001, South Africa

Email: elections@sacssp.co.za

Website: www.sacssp.co.za

Telephone: +27 12 356 8300

3. In terms of the provisions of regulations 6(1)(a) of the regulations relating to the election of members of the council, nominations are hereby requested for candidates to be elected by social workers to serve on the council.

***Nomination of social workers**

4. (1) Nominations are invited for the election of social workers.

Each social worker who is a South African citizen resident in the Republic shall be eligible for nomination.

(2) Nominations are invited for the election of

Each who is a South African citizen resident in the Republic shall be eligible for nomination.

Each.....who is a South African citizen resident in the Republic may sign not more than..... nominations.

5. (1) Each candidate shall be nominated separately in the following form:

NOMINATION FORM

I nominate (print the full first names, surname and **registration number** of the candidate as they appear in the register):

.....

For election as a member of the South African Council for Social Service Professions in the following category:

* Social worker

*

**(Delete whichever is not applicable)*

Signature of person nominating:

(print full first names, surname and **registration number** of the person who nominates as they appear in the register)

.....
(2) Each person who signs a nomination form shall lodge a declaration in the following form with the nominations:

DECLARATION BY PERSON WHO NOMINATES

I, (print the full names, surname and **registration number** as they appear in the register)

..... ,
.....
declare that I am a South African citizen resident in the Republic at (state full residential address):
.....
.....
.....
.....

.....
Signature of person nominating

I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration. Sworn to/affirmed and signed before me
at..... on.....

.....
Commissioner of Oaths

Office held.....

- (3) Simultaneously with the lodging or not later than the time and date determined in subparagraph (4), each candidate shall lodge with the returning officer –
- (e) a curriculum vitae of not more than 150 words, including, where possible, a telephone and/or fax number where the candidate may be reached;
 - (f) passport photograph on which the candidate's name and council registration number are indicated on the back;
 - (g) a deposit of R50,00;
 - (h) his or her consent to the nomination in the following form:

CONSENT TO NOMINATION

I (print full first names, surname and **registration number** as they appear in the register)

.....
.....
declare that –

- (d) I consent to nomination;
- (e) I am a South African citizen;
- (f) I am permanently resident in the Republic at (state full residential address)

(g) I agree to accept nomination in the following category:

* Social worker

*

**(Delete which is not applicable)*

.....

Signature of nominee

Sworn to/affirmed and signed before me at

.....on.....

.....

Commissioner of Oaths

Office held.....

(4) Each nomination shall be lodged with the returning officer by post, fax or by hand not later than.....

6. A nomination which does not comply with the above requirements or which has not been lodged with the returning officer at the address stated below by the said time and date shall be invalid.

Forms are available from the returning officer

.....

RETURNING OFFICER

Address.....

.....

.....

Telephone and fax number.....

Date:

ANNEXURE B

**NOMINATION OF CANDIDATES TO BE APPOINTED BY THE MINISTER FOR WELFARE
AND POPULATION DEVELOPMENT AS MEMBERS OF THE S A COUNCIL FOR SOCIAL
SERVICE PROFESSIONS**

REQUEST FOR NOMINATION

1. In terms of the provisions of regulation 6(1)(b) of the regulations relating to the election of members of the council, nominations are hereby requested for candidates to be appointed by the Minister to serve on the council.

2. **Nomination of**(category to be specified)

Nominations are invited for the appointment of
.....representative(s) of

Each representative ofwho is a South African

Citizen resident in the Republic shall be eligible for nomination.

3. (1) Each candidate shall be nominated separately in the following form:

NOMINATION FORM

I nominate (print the full names **and** surname of the candidate)

.....
.....
.....
.....

for nomination of candidate to be appointed by the Minister as a member of the South African Council for Social Service Professions in the following category:

*
.....
.....

Signature of person nominating.....

Print full first names and
surname.....

(2) Each person who signs a nomination form shall lodge a declaration in the following
form with the nomination:

DECLARATION BY PERSON WHO SIGNS NOMINATION

I (print the full names and surname)

.....
declare that I represent the sector concerned and I am a South African citizen resident in the Republic at (state full residential address)
.....
.....

.....
.....
.....
.....
Signature of person nominating

I certify that the deponents has acknowledged that he/she knows and understands the contents of this declaration. Sworn to/affirmed and signed before me
at.....on

.....
Commissioner of Oaths

Office held.....

(3) Simultaneously with the lodging or not late than the date determined in subparagraph (4), each candidate shall lodge with the Minister –

- (a) a curriculum vitae of not more than 150 words, including, where possible, a telephone and fax number where the candidate may be reached;
- (b) passport photograph on which the candidate's name is indicated on the back;
- (c) his or her consent to the nomination in the following form:

CONSENT TO NOMINATION

I, (print full first names, and
surname).....
declare that –

- (a) I consent to nomination;
- (b) I am a South African citizen;
- (c) I am permanently resident in the Republic at (state full residential address)

-
.....
.....
.....
- (d) I represent the sector for which I am nominated;
 - (e) I agree to accept nomination in the following
category:.....

.....
Signature of nominee

Sworn to/affirmed and signed before me
at.....on.....

.....
Commissioner of Oaths

Office held.....

- 4) Each nomination shall be lodged with the Ministry by post, fax or by hand at

..... not later
than.....

Forms are available from the Ministry at the address indicated below.

4. A nomination which does not comply with the above requirements or which has not been lodged with the Ministry at the address stated below by the said time and the date shall be invalid.

.....
Representative of Ministry

Address.....
.....
.....

Telephone and fax number.....

Date:

**ELECTION OF MEMBERS OF THE SOUTH AFRICAN COUNCIL FOR SOCIAL SERVICE
PROFESSIONS**

VOTER'S DECLARATION OF IDENTITY

I (print full names and surname as they appear in the register),..... declare that –

- (a) The enclosed ballot paper was issued to me;
- (b) I am a South African citizen;
- (c) I am resident in the Republic at (state full residential address)
.....
.....
- (d) I have not returned any other ballot paper in this election; and
- (e) my registration number with the Council is.....

.....

Signature

Witnesses:

- (1)
- (2)

ANNEXURE D

**ELECTION OF MEMBERS OF THE SOUTH AFRICAN COUNCIL FOR SOCIAL SERVICE
PROFESSIONS**

BALLOT PAPER FOR SOCIAL WORKERS

Election ofmember/members

Names of candidates
In alphabetical order

Column for voter's X

--

--

INSTRUCTION TO VOTERS

Each voter shall be entitled to vote for.....candidate(s) and no more, and shall vote by placing a cross (X) opposite the name(s) of the candidate(s) for whom he/she wishes to vote.

A ballot paper shall be rejected if –

- (a) The declaration on the identification envelope is not in order;
- (b) It is not lodged in the identification envelope;
- (c) It is not marked or does not clearly indicate which candidates have been voted for;
- (d) It contains votes for more candidates than there are members to be elected;
- (e) It bears any writing or mark by which a voter may be identified;
- (f) An identification envelope contains more than one ballot paper;
- (g) It contains more than one vote per candidate; or
- (h) It contains votes for a person who was not a candidate.

This ballot paper shall be folded face inwards and placed in the accompanying identification envelope which shall be sealed and then placed in a covering envelope which shall be sealed and addressed to the returning officer atto reach the returning officer not later than.....on theday of.....(month and year).

The ballot paper may also be lodged by hand with the returning officer at

.....

.....not later than.....on theday of(month and year).

ANNEXURE E

**ELECTION OF MEMBERS OF THE SOUTH AFRICAN COUNCIL FOR SOCIAL SERVICE
PROFESSIONS**

BALLOT PAPER FOR.....

Election ofmember / members

Names of candidates
In alphabetical order

Column for voter's X

--

--

INSTRUCTION TO VOTERS

Each voter shall be entitled to vote for.....candidate(s) and no more, and shall vote by placing a cross (X) opposite the name(s) of the candidate(s) for whom he/she wishes to vote.

A ballot paper shall be rejected if –

- (i) The declaration on the identification envelope is not in order;
- (j) It is not lodged in the identification envelope;
- (k) It is not marked or does not clearly indicate which candidates have been voted for;
- (l) It contains votes for more candidates than there are members to be elected;
- (m) It bears any writing or mark by which a voter may be identified;
- (n) An identification envelope contains more than one ballot paper;
- (o) It contains more than one vote per candidate; or
- (p) It contains votes for a person who was not a candidate.

This ballot paper shall be folded face inwards and placed in the accompanying identification envelope which shall be sealed and then placed in a covering envelope which shall be sealed and addressed to the returning officer atto reach the returning officer not later than.....on theday of.....(month and year).

The ballot paper may also be lodged by hand with the returning officer at

.....
..... not later than.....on theday of
..... (month and year).

ANNEXURE F

ELECTION OF MEMBERS OF THE SOUTH AFRICAN COUNCIL FOR SOCIAL SERVICE
PROFESSIONSDECLARATION ON OATH OR AFFIRMATION FOR POLLING OFFICERS OR PERSONS
PRESENT DURING THE EXAMINATION OF BALLOT PAPERS OR THE DETERMINATION OF
THE ELECTION

I,

.....(full
name)

Herewith declare on oath/affirm that I shall undertake to maintain and to help maintain the confidentiality of the voting at the election of the S A Council for Social Service Professions in terms of the *Social Work Act*, 1978 (Act 110 of 1978), and not to, except for some lawful reasons, disclose any information to anyone else who may reasonably be expected to defeat the confidentiality of such voting.

.....
Signature

I certify that the deponent has acknowledged that he/she understands the contents of this declaration/affirmation. The declaration / affirmation was sworn to/affirmed before me and the deponent's signature was placed thereon in my presence.

.....
Commissioner of Oaths

Office held.....

Date: Place:

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