



# SOUTH AFRICAN EQUESTRIAN FEDERATION

NPO:071-702

VAT: 4700262068

**Postal Address:**  
P O Box 30617, Kyalami  
1684 Johannesburg  
Tel: +27 11 468 3236

**Physical Address:**  
475 Papenfus Drive,  
Beaulieu Country Estate  
Kyalami, Johannesburg  
Email: admin@saef.org.za



## WHITE PAPER FOR ELECTION PROCEDURES FOR CLUBS, DISTRICTS, DISCIPLINE ASSOCIATIONS, SAEF PROVINCIAL FEDERATIONS, DISCIPLINE PROVINCIAL ASSOCIATIONS, SAEF EXECUTIVE COMMITTEE

**This document DOES NOT APPLY to the election of the SAEF EXCO as the SAEF Constitution dictates the relevant procedures regarding elections.**

**The following guidelines and timelines have to be used for any elections of committees listed above.**

### CLUBS

1. Every member in GOOD STANDING with a club where he/she is registered may nominate a candidate for any position in the club.
2. Any member (over the age of 18) of a club may be nominated for any position on the said committee. Should a member be nominated for more than 1 position, the understanding is that should he/she not be elected for the highest position nominated for, such a member continues down the line for election of a position/s nominated for. Should such a member be elected in the higher position all other nominated positions fall away.
3. All nomination forms must be signed by the nominator, seconder and nominee.

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**CONSTITUENT MEMBERS:** All Discipline Associations, Associate Members and Athlete's Commission & Provincial Federations

**President:** Adv Willem Edeling  
**Vice President:** Hannes van Aswegen  
**Secretary General:** Wessel Strauss  
**Treasurer:** Neil Smith  
**Athletes' Rep:** Nicola Sime-Riley

**Associate Members Rep:** Lyna May  
**Discipline Associations Rep:** Robert Lord  
Jaap Lotter  
**Provincial Federation Rep:** Sakkie van Niekerk  
Theresa Greyling





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## 4. Nomination process timelines are as follow:

- 4.1 NO LESS than 60 (Sixty) days before the election date, the Secretary shall:
  - 4.1.1 Send notification to every club member and EXCO informing them of the date, time and venue of elections meeting.
  - 4.1.2 Advise them who the appointed electoral officer will be. (This must be a member of the SAEF Provincial Federation or a member of the applicable Discipline Association)
  - 4.1.3 Call for the nominations for each of the positions to be filled during the elections. Correctly signed and completed nomination forms must be returned to the appointed electoral officer and the SAEF Secretary General no later than 30 (Thirty) days from receipt of nomination forms.
- 4.2 NO LESS than 25 (Twenty-Five) days before elections the electoral officer shall return all received nomination forms, after verification, to the Club Secretary for distribution amongst members who the candidates for elections are.
- 4.3 All members of the club may cast a vote on the Election Day with the understanding that a quorum of 50% plus one of total club membership shall be present.
- 4.4 It is to be noted that the outgoing Executive has no voting rights at elections neither do they have voting rights to vote for a vacant position on the Executive. ONLY MEMBERS MAY VOTE.
- 4.5 Majority votes recorded shall establish the elected person.

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## PROVINCIAL DA COMMITTEE ELECTIONS.

1. Every member in GOOD STANDING with a club in the Province and in GOOD STANDING with the applicable discipline where he/she is registered may nominate a candidate for any position on the Provincial DA Committee.
2. All nomination forms must be signed by the nominator, seconder and nominee.
3. Such nominated person can be nominated for more than one position. Should a person be elected for the highest position nominated for, all other nomination for positions for such person, will fall away.
4. Should he/she not be elected for the highest position nominated for, then the election for such a member continues down the line of nominated positions.
5. All nomination forms must be signed off by either the Club Chair, Vice Chair or Secretary in the nomination and seconding signature position. The nominee must also sign the form accepting the nomination

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6. **Nomination process timelines are as follow:**
  - 6.1 NO LESS than 60 (Sixty) days before the election date the Secretary shall:
    - 6.1.1 Send notification to every discipline member (**CLUBS who must distribute to all club members**) and EXCO informing them of the date, time and venue of elections meeting.
    - 6.1.2 Advise them who the appointed electoral officer will be. (This must be a member of the SAEF Provincial Federation EXCO)
    - 6.1.3 Call for the nominations for each of the positions to be filled during the elections. Correctly signed and completed nomination forms must be returned to the appointed electoral officer no later than 30 (Thirty) from receipt of nomination forms.
  - 6.2 NO LESS than 25 (Twenty-Five) days before elections the electoral officer shall return all received nominations forms after verification to the Secretary for distribution amongst members who the candidates for elections are.
  - 6.3 Only Provincial Chairs (or their duly authorised delegate) of the Discipline Association may cast a vote on the Election Day with the understanding that a quorum of 50% plus one of total clubs shall be present.
  - 6.4 It is to be noted that the outgoing Executive has no voting rights at elections neither do they have voting rights to vote for a vacant position on the Executive.
  - 6.5 Majority votes recorded shall establish the elected person.

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## NATIONAL DA COMMITTEE ELECTIONS.

1. Every member in GOOD STANDING with a club and Province and in GOOD STANDING with the applicable Discipline where he/she is registered may nominate a candidate (over the age of 18) for any position on the National DA Committee.
2. Such nominated person can be nominated for more than one position. Should a person nominated be elected for the highest position all other nominated positions fall away. Should he/she not be elected for the highest position nominated for election such a member continues down the line of nominated positions.
3. All nomination forms must be signed off by either the Provincial President, Vice President or Secretary in the nomination and seconding signature position. The nominee must also sign the form accepting the nomination.
4. **Nomination process timelines are as follow:**
  - 4.1 NO LESS 60 (Sixty) days before the election date the Secretary shall:
    - 4.1.1 Send notification to every member **(PROVINCIAL ASSOCIATION who shall distribute to all clubs)** and EXCO informing them of the date, time and venue of elections meeting.

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- 4.1.2 Advise them who the appointed electoral officer will be. (This must be a member of the SAEF NATIONAL FEDERATION EXCO)
- 4.1.3 Call for the nominations for each of the positions to be filled during the elections. Correctly signed and completed nomination forms must be returned to the appointed electoral officer and the SAEF Secretary General no later than 30 (Thirty) from receipt of nomination forms.
- 4.2 NO LESS than 25 (Twenty-Five) days before elections the electoral officer shall return all received nominations forms after verification to the Secretary for distribution amongst members who the candidates for elections are to obtain mandates who to vote for.
- 4.3 Only Presidents (or their fully authorised delegate) of the Discipline Provincial Association may cast a vote on the Election Day with the understanding that a quorum of 50% plus one of total PROVINCES shall be present.
- 4.4 It is to be noted that the outgoing Executive has no voting rights at elections neither do they have voting rights to vote for a vacant position on the Executive.
- 4.5 Majority votes recorded shall establish the elected person.

## **PROVINCIAL FEDERATION DISTRICT COMMITTEE ELECTIONS**

1. Every CLUB (Whether Multi Discipline or Discipline Specific) in GOOD STANDING with the SAEF, SAEF PROVINCIAL FEDERATION and DA where

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Treasurer: Neil Smith  
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he/she is registered may nominate a candidate for any position in the in the District Committee.

2. Any member of a club may (over the age of 18) be nominated for any position with the understanding that should he/she not be elected for the highest position nominated for election such a member continues down the line nominated for. Should such a member be elected in the higher position all other nominated positions fall away.
3. All nomination forms shall be signed by the nominator, seconder and nominee. **(CLUB/DA CHAIR/PERSIDENT/VICE CHAIR/VICE PRESIDENT, SECRETARY)**
4. **Nomination process timelines are as follow:**

4.1 NO LESS 60 (Sixty) days before the election date the Secretary shall:

4.1.1 Send notification to every member and EXCO informing them of the date, time and venue of elections meeting.

4.1.2 Advise them who the appointed electoral officer will be. (This must be a member of the SAEF PROVINCIAL FEDERATION.

4.1.3 Call for the nominations for each of the positions to be filled during the elections. Correctly signed and completed nomination forms must be returned to the appointed electoral officer and the SAEF Secretary General no later than 30 (Thirty) days from receipt of nomination forms.

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- 4.2 NO LESS than 25 (Twenty Five) days before elections the electoral officer shall return all received nominations forms after verification to the Secretary for distribution amongst members who the candidates for elections are.
- 4.3 All Club Chairs of the various clubs in the District and Provincial DA Presidents (or their duly authorised delegate) may cast a vote on the Election Day with the understanding that a quorum of 50% plus one of total club membership shall be present.
- 4.4 It is to be noted that the outgoing Executive has no voting rights at elections neither do they have voting rights to vote for a vacant position on the Executive. ONLY MEMBERS MAY VOTE.
- 4.5 Majority votes recorded shall establish the elected person.

## SAEF PROVINCIAL FEDERATION ELECTIONS

1. Every DISTRICT AND PROVINCIAL DISCIPLINE ASSOCIATION in GOOD STANDING with the SAEF and SAEF PROVINCIAL FEDERATION registered in the Geo Political Province may nominate a candidate for any position in the in the SAEF PROVINCIAL FEDERATION.
2. Any member of a Province may (over the age of 18) be nominated for any position with the understanding that should he/she not be elected for the highest position nominated for election such a member continues down the line nominated for.

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Should such a member be elected in the higher position all other nominated positions fall away.

3. All nomination forms shall be signed by the nominator, seconder and nominee. **(DISTRICT/DA CHAIR/PRESIDENT/VICE CHAIR/VICE PRESIDENT, SECRETARY)**

4. **Nomination process timelines are as follow:**

- 4.1 NO LESS 60 (Sixty) days before the election date the Secretary shall:

- 4.1.1 Send notification to every member and EXCO informing them of the date, time and venue of elections meeting.

- 4.1.2 Advise them who the appointed electoral officer will be. (This must be a member of the **SAEF NATIONAL FEDERATION EXCO.**)

- 4.1.3 Call for the nominations for each of the positions to be filled during the elections. Correctly signed and completed nomination forms must be returned to the appointed electoral officer and the SAEF Secretary General no later than 30 (Thirty) days from receipt of nomination forms.

- 4.2 NO LESS than 25 (Twenty-Five) days before elections the electoral officer shall return all received nominations forms after verification to the Secretary for distribution amongst members who the candidates for elections are.

- 4.3 All District and Provincial DA Presidents (or their duly authorised delegate) may cast a vote on the Election Day with the

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understanding that a quorum of 50% plus one of total club membership shall be present.

- 4.4 It is to be noted that the outgoing Executive has no voting rights at elections neither do they have voting rights to vote for a vacant position on the Executive. ONLY MEMBERS MAY VOTE.
- 4.5 Majority votes recorded shall establish the elected person.

**PLEASE NOTE NO MEMBER UNDER THE AGE OF 18 ARE ALLOWED TO CAST A VOTE**

Kind Regards

Wessel Strauss

Secretary General

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