



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,
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DIRECTIVE FROM THE SAEF 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. Should a member be a minor, the legal guardian of such a member, who has to be registered as a social/non rider of the club, may

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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nominate on behalf of such a fully registered paid up minor. However only one legal guardian may nominate.

4. Nomination process timelines are as follows:

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, District 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 forwarded to the appointed electoral officer and the SAEF Secretary General no later than 30 (Thirty) days from receipt of nomination forms.

4.1.4 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.

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- 4.2 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. Should a member be a minor, the legal guardian of such a member, who has to be registered as a social/non rider of the club, may nominate on behalf of such a fully registered paid up minor. However only one legal guardian may nominate.
- 4.3 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.
- 4.4 Majority votes recorded shall establish the elected person.

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 (who is 18 years or older) for any position on the Provincial DA Committee. Each club will receive the nominations from it's members and each club will then have to nominate the best suitable one with the most support. The club EXCO will have to decide on this.

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2. All nomination forms must be signed by the nominator, seconder (who will be either the club chair, vice chair or secretary) 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
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 the 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)

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- 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 forwarded to the appointed electoral officer no later than 30 (Thirty) days 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 of the Provincial DA for distribution amongst members being the clubs who the candidates for elections are.
- 6.3 Only Club 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.

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 who is in good standing with his /her club and DA (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

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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. Provincial DA's collect nomination forms from their clubs, then the Provincial DA EXCO decides who is best suited – only one nomination is then processed.

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.
 - 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 forwarded to the appointed electoral officer and the SAEF Secretary General no later than 30 (Thirty) 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 DA Secretary for distribution amongst members (this will be the Provincial DA committee of each Province) 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 he/she is registered may nominate a candidate for any position in the in the District Committee.
2. Any member of a club (over the age of 18) may 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

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down the line nominated for. Should such a member be elected in the higher position all other nominated positions this person was nominated for fall away.

3. All nomination forms shall be signed by the nominator, seconder and nominee. Who will either be one of the following: **(CLUB/DA CHAIR/PERSIDENT/VICE CHAIR/VICE PRESIDENT, SECRETARY of a club of in the district and being in good standing)**

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 forwarded 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 will be the

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clubs in the applicable district) who the candidates for elections are.

- 4.3 All Club Chairs of the various clubs in good standing in the District 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 WHO WILL BE THE CLUBS IN THE DISTRICT 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 in good standing (over the age of 18) may 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

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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, who will be one of the following **(DISTRICT/DA CHAIR/PRESIDENT/VICE CHAIR/VICE PRESIDENT, SECRETARY)** in the applicable Province.

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. The District Federations and the Provincial DA's circulate the nomination forms to their clubs, clubs circulate to their members. Clubs receive the nominations and forward all nominations to their District Federations and their Provincial DA's whose EXCO's determines the preferred candidate. Correctly signed and completed nomination forms must be forwarded 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 forward all received nominations forms after verification to the Provincial Federation Secretary for distribution amongst members namely the District Federations and all active DA's in the Province who the candidates for elections are.
- 4.3 All District Federation 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.

PLEASE NOTE NO MEMBER UNDER THE AGE OF 18 ARE ALLOWED TO CAST A VOTE. Should a member be a minor the legal guardian of such a member who has to be registered as a social/non rider of the club may nominate on behalf of such a fully registered paid up minor. However only one legal guardian may nominate.

FURTHER NOTE THAT ALTHOUGH THE SAEF CONSTITUTION DOES NOT PROVIDE FOR THE PROCESS OF A SPLIT VOTE IT IS PROVIDED FOR IN CLAUSE 12 OF THE SASCOC CONSTITUTION:

IN SHORT THIS STATES THAT A SECOND BALLOT WILL BE HELD AND IF STILL NO MAJORITY IS REACHED AND A DRAW RESULTS AGAIN THE ELECTORAL OFFICER WILL DRAW A NAME FROM THE SPLIT VOTE AND THE NAME DRAWN WILL FILL THE POSITION.

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Kind Regards

Wessel Strauss

Secretary General

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