



**Blitz 35/2016 : 29/08/2016**

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### SAOU (Gauteng)

### VERKIESING 2016

**AANDAG: ALLE SAOU  
SKOOLVERTEENWOORDIGERS**

Geagte Kollega

**NOMINASIE:  
KRINGVERTEENWOORDIGERS: SAOU  
(GAUTENG)**

1. Die SAOU (Gauteng) is om organisatoriese redes in **12 kringe** verdeel.
2. Indien daar onduidelikheid is oor die SAOU-kring waarin u is, kontroleer op die SAOU se webwerf [www.saou.co.za](http://www.saou.co.za) kies "Communications" / "Provincial Newsletters" en kies dan Gauteng.
3. Uit elke kring moet 3 verteenwoordigers verkies word en die 36 verkose lede vorm dan die Provinsiale Uitvoerende Raad (PUR).
4. Wanneer lede dus nominasies maak, moet die vereistes van die Grondwet in gedagte gehou word. Daarvolgens word verlang dat jonger persone, dames, alle rasse en gestremdes in die verskillende portefeuljes van die Bestuur verteenwoordig word.
5. **Elke lid mag 'n maksimum van drie lede uit die kring nomineer.** Indien slegs drie persone uit 'n bepaalde kring genomineer word, sal hulle as wettig verkose beskou word.
  - 5.1 'n Aparte nominasievorm moet vir elke genomineerde voltooi moet word.
  - 5.2 Die genomineerde moet sy/haar toestemming verleen. 'n Ondernemingsvorm is vir hierdie doel aangeheg. Inligting daarop sal ook as CV dien.

### 6. BETROKKENHEID VAN SAOU-LEDE:

**Alle SAOU-lede** moet betrokke wees by hierdie belangrike proses in die funksionering van die SAOU en moet nou reeds begin met die identifisering van lede

### SAOU (Gauteng)

### ELECTION 2016

**ATTENTION: ALL SAOU  
SHOP STEWARDS**

Dear Colleague

**NOMINATION: CIRCUIT REPRESENTATIVE: SAOU  
(GAUTENG)**

1. The SAOU (Gauteng) is divided into **12 circuits** for organizational reasons.
2. Please refer to the attached list if you are uncertain about the circuit you are in. Go to [www.saou.co.za](http://www.saou.co.za) choose Communications / Provincial Newsletters and then choose Gauteng.
3. Within each circuit, 3 circuit representatives should be elected and these 36 elected members form the Provincial Executive Council (PEC).
4. When members nominate a person, the requirements of the Constitution must be kept in mind. According to the Constitution younger members, women, all races and people with a disability should be represented in the different portfolios of management.
5. **Each member may nominate a maximum of three members in their circuit.** If only three people from a particular circuit are nominated, they will legally be considered as the elected members.
  - 5.1 A separate nomination form must be completed for each nominee.
  - 5.2 The nominee must give his / her consent. A commitment form is attached for this purpose. Information therein will also serve as a CV.

### 6. INVOLVEMENT OF SAOU MEMBERS

**All SAOU members** should be involved in this important process in the functioning of the SAOU and should now

wat hulle in die verskillende posisies as hulle leiers wil verkies.

Die persone wat u as leiers verkies, sal u belange by die tersaaklike strukture verteenwoordig.

By voorbaat baie dankie vir u samewerking in die verband.

Vriendelike groete

**ETRESIA RAUBENHEIMER**

**PROVINSIALE SEKRETARIS**

start to identify members to be elected as leaders in the different positions.

The members you elect as leaders will represent your interests in the relevant structures.

Thank you for your co-operation in this regard.

Regards

**ETRESIA RAUBENHEIMER**

**PROVINCIAL SECRETARY**

**BELANGRIKE KENNISGEWING**

**VIR DIE AANDAG VAN ELKE SAOU-LID**

**VERKIESING VAN**

**PROVINSIALE UITVOERENDE RAAD**

**1. AGTERGROND**

Die termyn van die huidige Provinsiale Uitvoerende Raad verstryk einde 2016. Die verkiesing van die nuwe Provinsiale Uitvoerende Raad vir die volgende drie jaar termyn moet dus nou plaasvind. Die verkiesing is 'n belangrike deel van die proses om verteenwoordiging in die nasionale strukture te verkry.

Dit is daarom van die grootste belang dat **alle** SAOU-lede betrokke sal wees by die verkiesingsaksie ter wille van groter verteenwoordiging in die unie.

**2. VERKIESINGSPROSES**

'n Vriendelike beroep word op SAOU-verteenwoordigers, -hoofde en -lede gedoen om **streng by die keerdatum**s, soos aangedui, te hou. Die verloop van die verkiesingsprosedure word vir u gerief hieronder uiteengesit:

- 2.1 'n Kennisgewing / Inligtingstuk met nominasiebriewe/ondernemingsvorm word hierby aangeheg.
- 2.2 Nominasies word by alle instansies waar SAOU-lede is, vanaf **29 Augustus 2016** gedoen. Genomineerdes moet tydens die tydperk hulle nominasies formeel aanvaar en "CV's" op die voorgeskrewe ondernemingsvorm voorsien.
- 2.3 Die nominasievorms en "CV's" op die voorgeskrewe vorm, moet die Provinsiale kantoor **voor of op 9 September 2016 om 12:00** bereik. Dit is belangrik dat daar ten minste drie lede per kring genomineer moet word.
- 2.4 Die Provinsiale kantoor verwerk die inligting en stuur op **14 September 2016** per nuusbriewe, die inligting van die genomineerde kandidate met 'n kort "CV", asook stembriewe en 'n verslagvorm uit.
- 2.5 Die verkiesing moet onder leiding van die SAOU-skoolverteenwoordiger by instansies waar SAOU-lede werksaam is, gedurende

**IMPORTANT NOTICE**

**FOR THE ATTENTION OF ALL SAOU MEMBERS**

**ELECTION OF THE**

**PROVINCIAL EXECUTIVE COUNCIL**

**1. BACKGROUND**

The term of the current Provincial Executive Council expires at the end of 2016. The election of the new Provincial Executive Council for the next three year term must therefore take place now. The election is an important part of the process to gain representation in the national structures.

It is therefore of the utmost importance that **all** SAOU members are involved in the election process to enable a wider network of representation in the union.

**2. ELECTION PROCESS**

A friendly request to all SAOU representatives, principals and members to **adhere to the deadlines** as indicated. The course of the election process is set out below for your convenience:

- 2.1 A notice / information document with a nomination form / commitment form is attached.
- 2.2 As of **29 August 2016** all nominations will be conducted at every institution where there are SAOU members. During this period, nominees must complete their commitment forms, formally accepting their nominations and include their CV's on the prescribed form.
- 2.3 The nomination forms, together with the CV's on the prescribed form, must reach the Provincial Office **on or before 9 September 2016 at 12:00**. It is imperative that at least three members should be nominated per circuit.
- 2.4 The Provincial office will process the information and submit the results via a newsletter on **14 September 2016**. The information of the nominees, their CV's and relevant ballots will be sent with a formal report form to all the institutions.
- 2.5 The election process should be finalised during the week of **15 to 23 September 2016**. This process must take place under the guidance of the SAOU school

<p>die week van <b>15 tot 23 September 2016</b> afgehandel word.</p> <p>2.6 Die keurdatum vir die indiening van die verkiesingsuitslae op die voorgeskrewe verslagvorm, is <b>23 September 2016 om 12:00</b>.</p>	<p>representative at the institutions where there are SAOU members.</p> <p>2.6 The deadline for the submission of all election results on the prescribed report form, is <b>23 September 2016 at 12:00</b>.</p>
<p>3. <b>SAOU (GAUTENG) : KRINGE</b> Die SAOU (Gauteng) is vanweë sy ledegetal geregtig op 12 kringe en dus 36 verkose Provinsiale Uitvoerende Raadslede.</p> <p>Die kringe is soos volg ingedeel:</p>	<p>3. <b>SAOU (GAUTENG): CIRCUITS</b> SAOU (Gauteng) is entitled to 12 circuits according to the number of members in this province and thus entitled to 36 elected Provincial Executive Council members.</p> <p>The circuits are as follows:</p>
<p><b>KRING/CIRCUIT 1</b></p> <p><b>KRING/CIRCUIT 2</b></p> <p><b>KRING/CIRCUIT 3</b></p> <p><b>KRING/CIRCUIT 4</b></p> <p><b>KRING/CIRCUIT 5</b></p> <p><b>KRING/CIRCUIT 6</b></p> <p><b>KRING/CIRCUIT 7</b></p> <p><b>KRING/CIRCUIT 8</b></p> <p><b>KRING/CIRCUIT 9</b></p> <p><b>KRING/CIRCUIT 10</b></p> <p><b>KRING/CIRCUIT 11</b></p> <p><b>KRING/CIRCUIT 12</b></p>	<p>Gauteng Noord/North &amp; Tshwane Suid/South</p> <p>Tshwane Suid/South</p> <p>Tshwane Noord/North</p> <p>Tshwane Wes/West</p> <p>Gauteng-Wes/West (Randfontein/Krugersdorp)</p> <p>Gauteng-Wes/West (Merafong skole/schools, Westonaria/Glenharvie)</p> <p>Ekurhuleni Noord/North</p> <p>Ekurhuleni Suid/South</p> <p>Johannesburg-Oos/East, Johannesburg-Noord/North, Johannesburg-Suid/South, Johannesburg-Wes/West &amp; Johannesburg Sentraal/Central</p> <p>Gauteng Oos/East</p> <p>Sedibeng Oos/East &amp; Sedibeng Wes/West</p> <p>Kantoorgebonde personeel, FET/DHET Kolleges, privaat skole &amp; universiteite) / Administrative office based personell, FET/DHET Colleges, private schools &amp; universities)</p>
<p>Gaan na die webblad <a href="http://www.saou.co.za">www.saou.co.za</a> by provinsiale nuusbriewe of gebruik die <a href="#">volgende skakel</a> om te sien by watter kring u skool is (Ctrl+F en tik naam van skool) vir enige navrae kontak onverwyld u Provinsiale Sekretaris.</p> <p>4. <b>NOMINASIEVORMS EN ONDERNEMINGSVORMS</b></p> <p>'n Nominasievorm (<b>bylae A</b>) waarop lede genomineer kan word, asook 'n ondernemingsvorm, wat deur die genomineerde voltooi moet word (<b>bylae B</b>), is aangeheg. Maak asseblief seker dat beide vorms volledig voltooi is.</p>	<p>To select your school, go to the website <a href="http://www.saou.co.za">www.saou.co.za</a> under provincial newsletters or use the following <a href="#">link</a>. If you have any queries, please contact the Provincial Secretary of your province immediately.</p> <p><b>4. NOMINATION- AND COMMITMENT FORMS</b></p> <p>A nomination form (<b>Appendix A</b>) on which members can be nominated, as well as a commitment form (<b>Appendix B</b>), are attached and must be completed by the nominee. Please make sure that the forms are completed correctly.</p>



**Volledige dokumentasie aangeheg in PDF formaat en op die webblad / Detailed documents attached in PDF format and on the website:**

- [Nominasievorm](#) (Bylae A) / [Nomination form](#) (Appendix A)
- [Ondernemingsvorm](#) (Bylae B) / [Commitment form](#) (Appendix B)
- Pligte van Provinsiale Uitvoerende Raad / Duties of Provincial Executive Council

**ENKELE PLIGTE VAN PROVINSIALE UITVOERENDE****RAAD**

- Bestuur en reël werksaamhede van die SAOU in u kring.
- Kommunikeer met en gee leiding aan SAOU-verteenwoordigers in skole in u kring.
- Versprei belangrike inligting aan lede in u kring.
- Verteenwoordig die SAOU by departementele vergaderings op kringvlak.
- Reël van verteenwoordigers/waarnemers tydens vergaderings o.a. kortlysting en onderhoudsvergaderings.
- Staan die provinsiale kantoor by met ledewerwing.
- Hantering en/of verwysing van ledenavrae.
- Beplan die werksaamhede van die SAOU vir u ampstermyn (strategiese beplanning)
- Woon vergaderings van die Provinsiale Uitvoerende Raad (PUR) by
  - PUR-vergaderings 3 maal per jaar
  - Dagbestuursvergaderings 4 maal per jaar
- Dien in komitees van die Provinsiale Uitvoerende Raad.
- Woon die Nasionale kongres by (Hoogste gesag van die SAOU, vind elke 3 jaar plaas)

**“TIME OFF”**

Behoorlik verkose lede van 'n vakbond is geregtig op redelike “time off” ook gedurende skool ure.

Die aantal dae mag nie meer as 3 dae per geleentheid wees nie en mag nie 12 dae per jaar oorskry nie.

**DUTIES OF PROVINCIAL EXECUTIVE COUNCILS**

- Manage and organise operations of the SAOU in your circuit.
- Communicate with and provide guidance to the SAOU school representatives in your circuit.
- Distribute important information to members in your circuit.
- Represent the SAOU at departmental meetings at circuit level.
- Organise representatives/observers during meetings, including shortlisting and interviews.
- Support the provincial office with member recruitment.
- Dealing with and/or referring member enquiries.
- Plan the operations of the SAOU for your term of office (strategic planning).
- Attend the Provincial Executive Council meetings:
  - PEC meetings 3 times a year
  - Standing Committee meetings 4 times a year
- Serve on committees of the Provincial Executive Council.
- Attend the National Congress (highest order of the SAOU. Takes place every 3 years).

**TIME OFF**

Elected members of a union are entitled to reasonable time off during school hours. The total days may not exceed 3 days per event and may not exceed 12 days a year.



**SAOU (Gauteng)  
VERKIESING 2016  
PERSOONLIKE INLIGTING EN ONDERNEMINGSVORM**

BYLAE B

VOLTOOI ASSEBLIEF DIE VORM VOLLEDIG EN

FAKS OF E-POS BYLAE A & B AAN

086 683 7713 / [elizem@saou.co.za](mailto:elizem@saou.co.za)

VOOR OF OP 9 SEPTEMBER 2016 OM 12:00



**SAOU (Gauteng)  
PERSOONLIKE INLIGTING EN ONDERNEMINGSVORM**

**KANDIDATE WAT GENOMINEER IS VIR  
SAOU PROVINSIALE UITVOERENDE RAAD**

Soos bepaal deur die prosedures vir die verkiesing van Provinsiale Uitvoerende Raadslede van die SAOU moet onderstaande inligting deur die genomineerde voorsien word, sodat dit as 'n "CV" aan alle lede wat aan verkiesings gaan deelneem, beskikbaar gestel kan word.

**Kring**

**Titel, Voorletters en Van**

**Naam van Skool/Instansie**

**Persalsnommer**

**Pos** (bv. Onderwyser, departementshoof, adjunkhoof, hoof, ens.)

**Posvlak** (Posvlak 1, 2, 3, 4, 5)

**SAOU-lid sedert** (Jaartal)

**Vorige diens in SAOU-strukture**

(byvoorbeeld besture, komitees, belangegroepes, ensovoorts)

**Belangstellingsveld(e) in die onderwys**

Ek aanvaar die verantwoordelikheid as Provinsiale Uitvoerende Raadslid (PUR) en stel myself beskikbaar vir dienslewering aan lede van die SAOU.

Ek is beskikbaar om die SAOU te verteenwoordig by vergaderings en aanvaar dat dit gedurende werkstyd/na ure mag wees.

*Pligte van die Provinsiale Uitvoerende Raadslid (aangeheg)*

**GENOMINEERDE**

**Hiermee willig ek in om 'n genomineerde vir die SAOU Provinsiale Uitvoerende Raad te wees**

HANDTEKENING VAN GENOMINEERDE

DATUM



**SAOU (Gauteng)  
ELECTION 2016  
PERSONAL INFORMATION AND COMMITMENT FORM**

Appendix B

PLEASE COMPLETE THE FORM AND FAX OR E-MAIL APPENDIX A & B TO  
086 683 7713 / [elizem@saou.co.za](mailto:elizem@saou.co.za)  
ON OR BEFORE 9 SEPTEMBER 2016 OM 12:00



**SAOU (Gauteng)  
PERSONAL INFORMATION AND COMMITMENT FORM**

**CANDIDATES NOMINATED FOR SAOU PROVINCIAL EXECUTIVE COUNCIL**

As determined by the procedures for the election of Provincial Executive Council members of SAOU the following information supplied by the nominee, and their CV's should be available to all members that participate in the elections.

<b>Circuit</b>											
<b>Title, Initials and Surname</b>											
<b>Name of School/Institution</b>											
<b>Persal Number</b>	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
<b>Post</b> (eg. Teacher, HOD, Deputy principal, Principal, etc.)											
<b>Post level</b> (Post level 1, 2, 3, 4, 5)											
<b>SAOU Member since</b> (Date)											
<b>Previous service in SAOU structures</b> (such as: management, committees, interest groups, etc)											
<b>Field of interest (s) in education</b>											

I accept the responsibility as the Provincial Executive Council member and make myself available to serve the members of the SAOU.

I am available to attend meetings and represent the SAOU Council and accept that this may be during working hours/after hours.

*Duties of the Povincial Executive Council Member (attached)*

**NOMINEE**

I hereby agree to be nominated for the SAOU Provincial Executive Council

\_\_\_\_\_  
SIGNATURE OF NOMINEE

\_\_\_\_\_  
DATE



**SAOU (Gauteng)  
VERKIESING 2016  
NOMINASIEVORM**

BYLAE A

**VOLTOOI ASSEBLIEF DIE VORM VOLLEDIG EN FAKS OF E-POS AAN**

**086 683 7713 / [elizem@saou.co.za](mailto:elizem@saou.co.za)**

**VOOR OF OP 9 SEPTEMBER 2016 OM 12:00**

*LET ASSEBLIEF DAAROP DAT NOMINASIEVORMS WAT NA 9 SEPTEMBER 2016  
ONTVANG WORD, NIE VIR DIE VERKIESING IN AG GENEEM SAL WORD NIE*



**SAOU (Gauteng)  
NOMINASIEVORM  
SLEGS SAOU-LEDE KAN GENOMINEER WORD**

**BESONDERHEDE VAN GENOMINEERDE  
VIR SAOU PROVINSIALE UITVOERENDE RAAD**

<b>Kring</b>	
<b>Titel, Voorletters en Van</b>	
<b>Naam van Skool/Instansie</b>	
<b>Persalnommer</b>	<input type="text"/>
<b>Pos</b> (bv. Onderwyser, departementshoof, adjunkhoof, hoof, ensovoorts)	
<b>Posvlak</b> (Posvlak 1, 2, 3, 4, 5)	

**VOORSTELLER**

**Hiermee bevestig ek dat ek bogemelde persoon voorstel as genomineerde vir die SAOU Provinsiale Uitvoerende Raad**

<b>Titel, Voorletters en Van</b>	
<b>Handtekening</b>	
<b>Datum</b>	

**SEKONDANT**

**Hiermee sekondeer ek die nominasie van die voorsteller vir bogemelde persoon vir die SAOU Provinsiale Uitvoerende Raad**

<b>Titel, Voorletters en Van</b>	
<b>Handtekening</b>	
<b>Datum</b>	

**GENOMINEERDE**

Hiermee willig ek in om 'n genomineerde vir die SAOU Provinsiale Uitvoerende Raad te wees

**HANDTEKENING VAN GENOMINEERDE** \_\_\_\_\_

**DATUM** \_\_\_\_\_





**SAOU (Gauteng)  
ELECTION 2016  
NOMINATION FORM**

Appendix A

**PLEASE COMPLETE THE FORM BELOW AND FAX OR E-MAIL BACK TO**

**086 683 7713 / [elizem@saou.co.za](mailto:elizem@saou.co.za)**

**ON OR BEFORE: 9 SEPTEMBER 2016 AT 12:00**

*PLEASE NOTE THAT NOMINATION FORMS RECEIVED AFTER 9 SEPTEMBER 2016,  
WILL NOT BE CONSIDERED FOR THE ELECTION*



**SAOU (Gauteng)  
NOMINATION FORM  
ONLY SAOU MEMBERS CAN BE NOMINATED**

**DETAILS OF THE NOMINEE  
FOR THE SAOU PROVINCIAL EXECUTIVE COUNCIL**

<b>Circuit</b>							
<b>Title, Initials and Surname</b>							
<b>Name of School/Institution</b>							
<b>Persal Number</b>							
<b>Post</b> (eg. Teacher, HOD, Deputy principal, Principal, etc.)							
<b>Post level</b> (Post level 1, 2, 3, 4, 5)							

**PROPOSER**

**I hereby confirm that I nominate the abovementioned person as nominee for the SAOU Provincial Executive Council**

<b>Title, Initials and Surname</b>	
<b>Signature</b>	
<b>Date</b>	

**SECONDER**

**I hereby second the nomination of the abovementioned person for the SAOU Provincial Executive Council**

<b>Title, Initials and Surname</b>	
<b>Signature</b>	
<b>Date</b>	

**NOMINEE**

I hereby agree to be nominated for the SAOU Provincial Executive Council

\_\_\_\_\_  
**SIGNATURE OF NOMINEE**

\_\_\_\_\_  
**DATE**