



SAOU (GAUTENG) VERKIESING 2016

STEMPROSEDURE: PUR-LEDE

U word as SAOU-verteenwoordiger vriendelik versoek om die stemming van die kring by u skool / instansie te hanteer. Maak genoeg fotostate van die stembrief sodat elke SAOU-lid 'n stembrief ontvang.

Indien u as SAOU-verteenwoordiger self 'n genomineerde kandidaat is, versoek ons dat die personeel iemand uit die SAOU-lede wat nie 'n kandidaat is nie, as 'n stembeampste sal aanwys.

Stemprosedure:

1. Reël asb vir 'n geskikte tyd (bv. 'n pouse) wanneer die stemming gaan plaasvind.
2. Oorhandig 'n stembrief (bylae B) aan elke SAOU-lid.
3. Bring dit onder hul aandag dat elke lid vir enige **drie kandidate** kan stem.
4. Nadat die SAOU-lede gestem het, moet u die stembriewe opneem.
5. **NB:** Kry 'n tweede kollega wat saam met u stemme kan tel en wat die dokument as getuie saam met u onderteken.
6. Tel die stemme wat vir die onderskeie kandidate uitgebring is en skryf die getal agter elke kandidaat se naam in op die verslagvorm (bylae C)
7. Voltooi asseblief ook die verklaring dat die proses korrek hanteer is.
8. Die verslagvorm (Bylae C) moet asseblief voor **Vrydag 23 September 2016 om 12:00** aan die SAOU (Gauteng) gestuur word.
9. Faks na **086 683 7713** of e-pos na elizem@saou.co.za
10. Skakel gerus die SAOU (Gauteng) indien verdere inligting benodig word.
11. Bewaar asseblief die stembriewe en stuur dit, nadat die volledige verkiesing afgehandel is, aan die Uitvoerende Sentrum.

Ons bedank u vir u bereidwilligheid om hierdie belangrike taak vir die SAOU te hanteer.

Die uwe

Etresia Raubenheimer
PROVINSIALE SEKRETARIS : SAOU (Gauteng)



SAOU (GAUTENG) ELECTION 2016

VOTING PROCEDURE: PEC MEMBERS

As the SAOU Shop Steward you are kindly requested to manage the voting process of the circuit at your school / institution. Please ensure that there are enough copies of the ballot papers so that every SAOU member will receive one.

If the Shop Steward is a nominated candidate, we request that another SAOU member on the staff, who is not a candidate, acts as polling officer.

Voting procedure:

1. Please arrange a suitable time (e.g. during break) for the election.
2. Provide every SAOU member with a ballot paper (Annexure B).
3. Draw attention to the fact that each member can vote for any **three candidates**.
4. After the SAOU members have voted, you must collect the ballot papers.
5. **Note:** A second colleague must count the votes with you and must sign the document as witness.
6. Count the number of votes for the respective candidates and write the number opposite every candidate's name on the results form (Annexure C).
7. Also complete the declaration that the results of the election has been managed correctly.
8. Send the completed results form (Annexure C) not later than **Friday 23 September at 12:00** to the SAOU (Gauteng).
9. Fax it to **086 683 7713** or email to elizem@saou.co.za
10. Please contact the SAOU (Gauteng) if any further information is required.
11. Please keep the ballot papers and send them to the SAOU Executive Centre after the whole election has been completed.

We thank you for your willingness to assist with this important task for the SAOU.

Yours sincerely

Etresia Raubenheimer
PROVINCIAL SECRETARY : SAOU (Gauteng)