



LS2 JOC: 066 565 3735
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LYTTELTON COMMUNITY POLICE SUB FORUM 2

REF: 31/22

14 November 2022

Dear Resident

RE: REQUEST TO PARTICIPATE - ELECTRONIC NOMINATION AND ELECTION PROCESSES FOR VACANT POSITIONS IN THE LYTTELTON COMMUNITY POLICE SUB FORUM MANAGEMENT (LT CPSF2 EXCO) (VIRTUAL ELECTIVE SPECIAL GENERAL MEETING ELECTION)

Three positions became vacant, this necessitates that we have to nominate and vote for representatives from the respective Neighbourhood Watches to serve on the management of the Community Police Sub Forum management for Lyttelton Sector 2 (LT CPSF2 EXCO – hereon referred to as LS2).

The LS2 Sub Forum is established in terms of Chapter 7 of the South African Police Service Act, Act 68 of 1995 and is representing KROC, Lytcom, LCS, LX11, DNW and Die Hoewes Neighbourhood Watches.

The LS2 Management wishes to use this opportunity to invite all registered KROC, Lytcom, LCS, LX11 DNW and Die Hoewes Neighbourhood Watch members to partake in an electronic nomination and election process for the appointment of EXCO members in the vacant positions in the LS2 Management Team.

In accordance with the approved LS2 Constitution, the LS2 Management Team serves for a period of 5-years. The newly elected members will serve for the remainder of the 5-year term which runs to October 2025.

An electronic **Nomination Form** and a separate electronic **Voting Form** will be used. These forms make provision for all three vacant management posts available on the LS2 structure. At the end of this letter, the link (in blue) to the electronic nomination form is attached.

You are requested to nominate a maximum of three members from the different Neighbourhood Watches for the different positions as indicated on this form. After the closing date for the submission of the Nomination Forms, the nominees will be contacted and requested to indicate whether they accept the nominations. You will then be provided with a separate electronic Voting Form with the names of all the nominees (ballot paper). You will exercise your vote on this form.

Executive Committee

Chairperson: Merle van Staden
Ops Manager: Jabez Steenkamp
PRO/Marketing: Vacant

Log Manager: Vacant
Secretary: Charene Verheijen

Vice-Chairperson: Frik Bell
Training Manager: Vacant
Deputy Secretary: Eric Eberlein

The following are the different steps of this process as well as the due dates that must be adhered to:

- Members to **receive their electronic Nomination forms** – 14 November 2022 14:00 per email and WhatsApp.
- Members to **submit their electronic Nominations Forms** – 19 November 2022 at 14h00 per email and WhatsApp.
- Submission of electronic acceptance of nominations by nominees – 23 November 2022 at 14h00 per email and WhatsApp.
- Members to **receive their electronic Voting Forms** – 25 November 2022 at 14h00 per email and WhatsApp.
- Members to **submit their electronic Voting Forms** – 5 December 2022 at 14h00 per email and WhatsApp.
- Announcement of results – 5 December 2022 at 18h00 per Slack, WhatsApp, email and via the different Neighbourhood Watch structures.

The following rules will apply for this nomination process:

- Neighbourhood Watch Members partaking in this process, as well as all the nominees, must meet the membership requirements of their respective Neighbourhood Watches as set out in their relevant Constitutions.
- All persons eligible to be nominated and elected to the Executive of the CPSF must meet all the qualifying criteria as set out in paragraph 10 of the Lyttelton CPSF2 Constitution. Any nominee not meeting these requirements will not be included on the ballot paper. Please feel free to contact LS2 management if you need additional information.
- Only one Nomination Form for the three vacant posts may be submitted per registered member.
- Your personal detail as required on the Nomination Form is compulsory. If not provided, the form will be deemed as invalid.
- You may nominate a total of 3 people, but you may only nominate one person per management post (if you nominate Peter Pan for Chairperson, you are not allowed to nominate Tom Cat also for Chairperson etc.).
- In the event that a nominated member does not accept the nomination for a specific post, such a nominee will then not be included in the Voting Form for that post (It is therefore important to ensure beforehand that the persons you are nominating will be willing to accept the posts if successful).
- Each nominee must at least receive a minimum of **two nominations votes per specific management position** to qualify for inclusion on the ballot paper competing for that specific position. The first nomination will serve the purpose of a proposer and the second nomination as the seconder. This is applicable for each contested post.
- Any late submissions received after 14h00 on 19 November 2022, will unfortunately be excluded.
- The process will be supervised by SAPS or the Department of Safety and Security or one appointed neutral moderator. All records of this process will be archived for auditing.
- No proxy will be considered.
- Management will ensure that all information received will be handled according to the stipulations of Chapter 3 of the Protection of Personal Information Act.

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The following are vacant positions for re-election.

- Public Relations Officer: Vacant
- Training Coordinator: Vacant
- Logistical Support Coordinator: Vacant

All registered LS2 members (KROC, Lytcom, LCS, LX11, DNW and Die Hoewes Neighbourhood Watches members) are therefore requested to take ownership of this process. You are invited to participate in this first step of this election process by **submitting your nominations** on the electronic Nomination Form by clicking the link attached.

<https://forms.gle/BQnuJ1dgkWRbpXqi7>

Further communication on the Voting Process will follow as indicated in the timelines.

Kind regards



Merle van Staden
Chairperson LT CPSF2

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