



Polmed Board of Trustees Election: 2016

Election of a Female Continuation Member's Representative

NOMINATION INFORMATION SHEET

BACKGROUND

The Polmed Board of Trustees (Board) is made up of fourteen members. Out of these, seven (Employer Representatives) are designated by the National Commissioner of Police, while the other seven (Elected Members of the Board) are elected by Polmed members. In terms of the Polmed Rules, five of the Elected Members of the Board must be serving members, while the other two must be continuation members.

Polmed Rules further stipulate that the Board must be constituted in a manner that reflects the Polmed's gender and racial composition.

Accordingly, the 2016 Board election is conducted in order to fill the position to be vacated by the current black female continuation members' trustee, when her term of office expires at the end of July 2016.

The Rules prescribe that the Elected Members of the Board be appointed through a democratic, transparent, and credible election process. In this light, the Board has appointed KDBS Solutions to independently oversee the election process in accordance with the Rules.

THE ELECTION PROCESS

The 2016 election process is conducted in two phases namely **Nomination** and **Voting Phases**. The nomination phase is an opportunity for members to put forward names of suitable persons to become candidates for election as trustees. The Voting phase follows the Nomination Phase, and is an opportunity for members to vote for their preferred candidate from the full list appearing on the ballot paper.

This Information Sheet carries detailed rules and procedures pertaining to the nomination process. Members are encouraged to go through it carefully before proceeding to make their nominations. Detailed information pertaining to the Voting Phase will be communicated soon after the completion of the Nomination Phase.

RULES PERTAINING TO THE CANDIDATE NOMINATION PROCESS

Eligibility to Participate in the Election Process

Polmed Rules prescribe that only members **'in good standing'** with the Scheme are eligible to nominate, and/or vote in this election. **Dependents are therefore not eligible to participate in this election.**

For purposes of this election, 'in good standing' means all members whose membership benefits have not been withdrawn/suspended. Their names must accordingly appear on the membership list that has been provided to KDBS by Polmed at the start of the election process.



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Eligibility to be Nominated as a Candidate

In order to comply with the provisions of Rule 18.2 of the Polmed Rules, **only black (inclusive of Coloureds and Asians) female Polmed continuation members** can be nominated to stand as candidates for election as trustees in the 2016 election.

To qualify as a candidate, the nominated person must receive a total of no less than **fifty valid nominations** from other eligible Polmed members. **Self-nomination is therefore not regarded as a valid nomination.**

Procedures Pertaining to Candidate Nominations

Completion of candidate nomination forms

Nominations must be submitted using the official nomination form which is included as part of this Nomination Information Sheet. Nomination forms are also available both on the Polmed website, www.polmed.co.za, and on request from the offices of **Returning Officer** by fax on 086 501 6108, or e-mail from polmed@kdb.co.za.

The nominating member is the proposer and must fully complete all sections of the nomination form as follows:

- The name, South African ID number, and contact number of the **nominee** must be fully completed in **Section 1** of the nomination form; and
- The name, South African ID number, and contact number of the **proposer** must be fully completed in **Section 2** of the nomination form.

Incomplete nomination forms may result in the candidates' disqualification from the election process.

Submission of nomination forms

Completed nomination forms must reach the Returning Officer on, or before **17h00, 22 April 2016**. Nomination forms may be submitted through any of the following methods:

Fax to : The Returning Officer
086 501 6108

By post to: : The Returning Officer,
Polmed Board of Trustees Election,
Suite 655
Private Bag X01
Honeydew
2040

Email (scanned copies only) to : The Returning Officer
polmed@kdb.co.za

All enquiries pertaining to the election should be directed to the Returning Officer by telephone on 061 452 4499, or fax on 086 501 6108 or via e-mail at polmed@kdb.co.za



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Nomination Screening and Validation

All successfully nominated persons will be scrutinised in order to determine their eligibility to become candidates for election as trustees. In terms of the Polmed Rules, the following persons are not eligible to serve as members of the board of trustees:

- a. Unrehabilitated insolvents;
- b. Anyone declared to be of unsound mind by a court in South Africa;
- c. Anyone who is convicted of an offence and sentenced to more than 12 months' imprisonment without the option of a fine;
- d. A member under the age of 21;
- e. A director, employee, partner, representative or agent of the administrator of the Scheme;
- f. A person, including a legal person, associated with the administrator of the Scheme or of any controlling or subsidiary company of the administrator;
- g. The Principal Officer of the Scheme;
- h. The auditor of the Scheme; and
- i. Dependents of the members.

Compliance with the above requirements will be verified through an independent forensic company.

Procedures Pertaining to Acceptance of Nomination and Submission of Nominee Profiles

To enable their screening and verification, nominated members will be required to:

- Complete a **Nomination Acceptance Form** on which they must declare their eligibility to become board members;
- Declare their **race** and **gender**, and also grant Polmed **consent to vet** their eligibility to hold an office of trust as stipulated in the Polmed Rules; and
- Submit concise **personal profiles** for inclusion into the Voting Information Package.

Failure to comply with the above requirements may render a candidate nomination invalid.

Objections to the Nomination Outcome

Upon completion of the screening and verification process, all successfully nominated members will be notified through email and text messages of the outcome of their nomination. The same list will also be available to Polmed members on request from the Office of the Returning Officer.

Candidates, or any Polmed principal member will be allowed up to 48 hours after the publication of the nomination outcome to lodge objections against the validity of a candidate nomination. Objections will only be considered where evidence can be shown that a candidate's nomination has failed to satisfy the nomination requirements as set out in this Nomination Information Sheet.



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All objections must be in writing, dated, signed, contain the ID number of the objecting member, be supported by sufficient verifiable proof of non compliance, and be submitted to the Returning Officer within the official objection window period.

Objections not submitted in accordance with the above procedures will be disregarded.

Rules and Procedures for the Voting Process

The voting process will be conducted in **two successive stages**, namely the **Pre-AGM and the AGM Voting stages**.

During the **Pre-AGM Voting Stage**, Polmed members will be allowed to cast their votes at any **Cluster Police Station, Police National and Provincial Headquarters, Police College, and Police Academies** that have been designated as voting stations.

At selected stations, members will have an option of voting manually, or through supervised Internet Voting (**IV**). The list and locations of voting stations, including the stations selected for the purpose of the Internet Voting, as well as the detailed voting rules and procedures will be contained in the Voting Information Sheet to be made available to all members prior to the start of the Pre-AGM voting stage.

The **AGM Voting Stage** will be conducted at the Polmed **Annual General Meeting (AGM)** that will take place on the **14th of July 2016 in Port Elizabeth, Eastern Cape Province**. Voting at the AGM will be opened only to Polmed members who would not have voted during the Pre-AGM voting stage.

The Roles and Responsibilities of Trustees

The Polmed Board of Trustees is charged with the important responsibility of ensuring that the Scheme is managed properly, and in the best interest of all its members. The full Board of Trustees Charter which details the Board duties, is available on the Polmed website, as well as from the Office of the Returning Officer.

By participating in this election therefore, members are asserting their right of ensuring that the elected trustees are honest people who can be trusted, and are capable of carrying out the duties of the Board.

Election Timetable

Election Activity	Start	Finish
Candidate Nomination	24-March-2016	22-April-2016
Pre-AGM Voting	30-June-2016	30-June-2016
AGM Voting	14-July-2016	14-July-2016

ENQUIRIES

All enquiries pertaining to the election should be directed to the attention of the Returning Officer by telephone on [061 452 4499](tel:0614524499), or fax on [086 501 6108](tel:0865016108) or via e-mail at polmed@kdbs.co.za

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