

## DEPARTMENT OF SOCIAL DEVELOPMENT

NO. R. 4783

3 May 2024

**REGULATIONS FOR CONSTITUTION, FUNCTIONS AND FUNCTIONING OF  
PROFESSIONAL BOARD FOR COMMUNITY DEVELOPMENT WITHIN SOUTH  
AFRICAN COUNCIL FOR SOCIAL SERVICE PROFESSIONS**

I, Lindiwe Zulu, the Minister of Social Development, in terms of section 28(1)(gD) of the Social Service Professions Act, 1978 (Act No. 110 of 1978) and on the recommendation of the South African Council for Social Service Professions, made regulations in the Schedule.



**MS LINDIWE ZULU, MP  
MINISTER FOR SOCIAL DEVELOPMENT  
DATE :26/03/2024**

## SCHEDULE

### Definitions

1. In these Regulations any expression to which a meaning has been assigned in the Act shall bear such meaning and, unless inconsistent with the content, the following words shall bear the meaning ascribed to them:

“**Act**” means the Social Service Professions Act, 1978 (Act No. 110 of 1978);

“**Community Development Practitioner**” means a person who is equipped with both theoretical knowledge and the practical skills to facilitate integrated activities that enable households and communities to manage their own socio-economic development and build community resilience;

“**member**” means a member of the Professional Board for Community Development Practice;

“**Minister**” means the Minister responsible for the Department of Social Development;

“**Professional Board**” means Professional Board for Community Development Practice established in terms of Regulation 2; and

“**Returning officer**” means the Registrar appointed in terms of section 11 of the Act and managing nominations and elections in terms of these regulations.

### Establishment of Professional Board for Community Development Practice

2. The Professional Board for Community Development Practice is hereby established by the Minister in terms of section 14A(1) of the Act.

### Composition of Professional Board

3. The Professional Board consists of the following members:

- (a) Five Community Development Practitioners nominated and elected by Community Development Practitioners;
- (b) Two persons appointed by the Minister from nominations by the public;
- (c) Two Community Development Practitioners, elected by Community Development Practitioners from nominations by the community development education and training institutions;

- (d) One Community Development Practitioner in the employ of a provincial Department of Social Development appointed by the Minister from nominations by Community development practitioners;
- (e) One person with a qualification in law appointed by the Minister from the nominations by the members of the public;
- (f) One member designated by the council in terms of section 5(4)(b) of the Act; and
- (g) One Assistant Community Development Practitioner nominated and elected by Assistant Community Development Practitioners.

#### **Qualifications for person to be nominated**

4.(1) A person who is nominated to be a member of a professional board in terms of section 28(1)(gD)(viii) of the Act must be a South African citizen or a permanent resident.

(2) No person may be appointed as a member of a professional board if he or she is disqualified in terms of the provisions of regulation 7.

(3) Nominations of persons as contemplated in regulation 3 must meet at least two of the following criteria:

- (a) Active involvement in the social development sector,
- (b) Strategic thinking and leadership,
- (c) Knowledge of ethics and disciplinary procedures, and
- (d) Knowledge of social service professions and social service practices.

(4) Only persons whose details appear in the list and database contemplated in regulation 10 (2) shall be eligible for nomination and election as members of the Board as contemplated in 3 (a), (c), (d) and (g).

(5) Any person nominated as contemplated in regulation 3(b) and qualified in a profession for which professional registration is required by law shall attach proof of registration status to the nomination form.

#### **Returning officer**

5. (1) The registrar shall be the returning officer for elections held in terms of these Regulations.

(2) The returning officer may at any time appoint such other election officers as he or she may deem necessary to assist him or her in the performance of his or her functions in terms of these Regulations.

(3) The election officers contemplated in sub-regulation (2) shall carry out their functions under the supervision and direction of the returning officer.

(4) No candidates or any person in the service of or under the control of any candidate shall be appointed as an election officer.

(5) Every election officer, candidate or agent who is entitled to be present at the examination of ballot papers or the determination of the result of the election shall, before he or she assumes the office of returning officer or before he or she may be so present as an election officer, candidate, or agent, make a declaration by completing Form 5.

### **Submission of nominations**

**6.** (1) The members contemplated in regulation 3 shall be nominated by completing Form 1A, Form 1B and Form 6A.

(2) No person shall be accepted as a candidate for election unless-

- (a) he or she is nominated in accordance with sub-regulation 1;
- (b) he or she is nominated by a person whose name appears on a database and list contemplated in regulation 10 (2).
- (c) he or she has accepted such nomination in writing before the closing date of nominations contemplated in sub-regulation 5; and
- (d) he or she deposits with the returning officer an amount of R100.00 before the expiry of the nomination time.

(3) The amount referred to in sub-regulation (2)(d) shall be refunded to a candidate-

- (a) if he or she is elected in the terms of these regulations; or
- (b) if he or she receives a number of votes greater than or equal to at least one-third of the total number of votes received by the elected candidate.

(4) A nomination in terms of this regulation shall only be valid if-

- (a) it contains all the particulars set out in a Form 1A, 1B, & 6A; and

(b) a nominee signs the nomination form of more candidates than the total number of members to be elected.

(5) Nominations for candidates shall be as follows-

(a) The returning officer shall, for the purposes of any nominations required for members of the professional board to be elected, through written notice and by notice in the Gazette or print media, invite such nominations from training institutions and all members of the profession concerned;

(b) The Minister shall, for the purposes of any nominations of persons to be appointed by him or her from the community, through the media and by notice in the Gazette or print media, invite such nominations from the public; and

(c) Nominations from the public shall be by completion of Form 1B & 2E.

(6) The notice contemplated in sub-regulation (5)(a) shall not be more than 120 days and not less than 90 days before the election date.

(7) Nomination of candidates for the election of the number of members to be elected must be submitted to the returning officer on or before the closing date as indicated in the notice contemplated in sub-regulation (5).

(8) The closing date for the submission of nominations shall not be later than 30 days after the date of publication of such notice.

### **Disqualification of candidates**

7 (1) No person may be nominated if -

(a) in case of section 5 (1) (b) of the Act and regulation 3 (a), (c), (d) and (g) his or her name does not appear in a database and list contemplated in regulation 10 (2).

(b) he or she is not his or her estate is sequestrated, or he or she has entered into a composition with the creditors of his or her estate;

(c) he or she is disqualified under any law from practising his or her profession;

(d) he or she is not a South African citizen or a permanent resident of the Republic;

(e) he or she has been convicted of the offence, whether in the Republic or elsewhere, in respect whereof he or she is sentenced to imprisonment without the option of a fine;

(f) he or she is a patient or a state patient as defined in section 1 of the Mental Health Care Act, 2002 (Act 17 of 2002); or

(g) he or she does not hold a qualification required for his or her profession.

### **Invalidity of nomination**

8. A nomination in terms of regulation 6 shall be invalid unless it contains all the particulars as required in Form 6A.

### **Notice of election**

9.(1) If the number of candidates is more than the number of members to be elected, the returning officer shall within 14 days after the closing date for nominations cause a notice to be published in the Gazette notifying members of the date of election.

(2) The date of elections contemplated in sub-regulation (1) shall be 30 days from the date of the publication of the notice contemplated in that sub-regulation.

(3) The notice contemplated in sub-regulation (1) shall state that election shall take place by secret ballot.

### **Qualification to cast vote**

10. (1). In the case where council has not yet kept a register in terms of section 19 of the Act, the-

(a) council shall keep and maintain a database of persons who meet requirements for nomination and election as community development practitioners; and

(b) database shall be for the sole purpose of creating a voters' list containing the names and contact details of members of the profession concerned.

(2) Only persons whose particulars are on the database referred to in paragraph (a) shall be entitled to, during the election of the professional board to be established, cast one vote for each member of the professional board contemplated in regulation 3.

### **Disentitlement to vote**

11. Notwithstanding the provisions of regulation 10, no person shall be entitled to vote at the election if, on the day on which he or she votes, he or she is not a South African citizen or a permanent resident.

### **Issuing of ballot papers**

12. (1) If an election by ballot becomes necessary, the returning officer shall publish a ballot paper, subject to sub-regulation (2), for electronic voting, which shall also contain the directions concerning the procedure to be followed by the voter to vote.

(2) The returning officer shall through a written request and by notice in the Gazette inform all eligible voters to indicate in writing if he or she is not able to participate in the electronic voting contemplated in sub-regulation (1) no later than 30 days before the closing date of the polling.

(3) Where there are voters who indicate that they are unable to vote electronically, the returning officer shall dispatch a paper-based ballot paper similar to Form 4B together with directions concerning the procedure to be followed by the eligible voter in order to vote and for the return of the ballot paper.

(4) Before dispatching a ballot paper as contemplated in sub-regulation (3), the returning officer shall allocate a serial number to each ballot paper and shall record the date of dispatch thereof.

(5) Where a ballot paper so dispatched as contemplated in sub-regulation (3), is lost, destroyed, or spoiled, the returning officer shall, if, on the strength of an affidavit, he or she is satisfied of such loss, destruction or spoilage, dispatch to the voter to whom the original documents were dispatched, at his or her request, a new ballot paper.

### **Casting of votes**

**13.**(1) Subject to the provisions of regulation 15(7), a voter shall cast his or her vote by personally making an X mark in the square appearing on the ballot paper opposite the name of the candidate for whom vote is cast.

(2) A ballot paper referred to in sub-regulation (1) shall be in Form 4A and Form 4B, respectively.

(3) An eligible voter voting through an electronic means, as contemplated in regulation 12, shall insert his or her reference number in the required space on the electronic ballot paper for the vote to be valid and for the purpose of verification.

(4) Any person voting through the post, subject to regulation 12(1) shall-

(a) place his or her ballot paper in the identification envelope and seal it;

(b) complete and sign the declaration on the identification envelope in the presence of two witnesses; and

(c) place the identification envelope in a cover envelope addressed to the returning officer and post or otherwise convey it to the returning officer.

(5) Only the serial number of the ballot paper concerned shall be specified on the counterfoil of the ballot paper referred to in sub-regulation (4).

### **Examination and safekeeping of ballot papers before elections**

**14.** The returning officer shall –

(1) Ensure that voting through an electronic means is done in a manner that is secure and that no other person has access to the electronic folder for receiving and storing the votes until the last day of polling; and

(2) Place each identification envelope for a vote done in terms of regulation 13(4)(a) received by him or her unopened in a ballot box previously sealed by him or her in the presence of a candidate, agent or polling officer while it was empty, and shall keep such ballot box in safe custody until the end of the polling day so that no person has access to it.

## Determination of election result

15. (1) The returning officer shall, as soon as possible after polling day, but not later than five working days after the closing date for the casting of votes, commence to determine the result of the election.

(2) A determination of the outcome of the elections shall be done by:

(a) Examining the electronic voting records to determine whether the conditions as contemplated in regulation 14(3) were adhered to;

(b) Examining the identification envelopes received through postal votes to determine whether the declarations were completed in accordance with the provisions of regulation 11(4);

(c) Opening such identification envelopes which meet the requirements of regulation 11(4) and place the ballot papers in a ballot box sealed in the manner referred to in regulation 12; and

(d) Examining the ballot papers and determine the validity of such ballot papers received.

(3) The returning officer shall reject a ballot paper in each instance where the voter –

(a) contemplated in regulation 11(3) –

(i) has not inserted his or her reference number as stated in regulation 11(3);

(ii) has not completed the declaration of confidentiality included in the ballot paper similar to Form 5;

(iii) has submitted more than one electronic ballot paper, in which case all ballot papers must be rejected;

(iv) has submitted both a hard copy and an electronic ballot paper, in which case both ballot papers must be rejected;

(v) has voted for more candidates than what he or she is allowed to; and

(vi) has voted for a category of persons he or she is not eligible to vote for based on his or her professional category.

(b) who has voted through the post as contemplated in regulation 11(4) -

(i) has not returned such ballot paper in the identification envelope;

(ii) has neglected to complete the declaration on the identification envelope in accordance with the provisions of regulation 11(4)(b);

(iii) has not marked his or her ballot paper or his or her ballot paper is invalid,

(iv) has submitted both a hard copy and an electronic ballot paper, in which case both ballot papers must be rejected;

(v) has cast more than one vote per candidate or has returned more than one ballot paper; and

(vi) has cast a vote for a person who was not a candidate; in which case the votes cast on such ballot paper must be rejected.

(4) No vote cast on a ballot paper which is not received by the returning officer before the closing for receipt of such ballot paper shall be taken into account at the counting of the votes recorded at the election.

(5) The returning officer shall sign every ballot paper which he or she rejects

(6) If an objection against the rejection of a ballot paper or vote has been registered, the returning officer shall endorse on the ballot paper that such objection has been registered.

(7) If any objection is raised by or on behalf of a candidate against the acceptance of a ballot paper or vote, the returning officer shall endorse on the ballot paper concerned that an objection has thus been registered.

(8) As soon as the returning officer has ascertained the validity or otherwise of all the ballot papers and of all the votes recorded thereby in terms of these Regulations he or she shall-

(a) determine the number of votes cast for each candidate; and

(b) subject to the provisions of sub-regulation (9) and the number of members to be elected, in descending numerical sequence per profession, declare those candidates who drew the largest numbers of such votes to be duly elected members of the council.

(9) If more than one candidate has received an equal number of votes in each profession in terms of section 5(1) (b) and as a result of which it is not possible in terms of sub-regulation (8) to declare as many candidates as there are members to be elected to the council the returning officer shall immediately in the presence of the

candidates, the agents and the polling officers determine by drawing lots which of the candidates, who received an equal number of votes shall be declared elected.

(10) The returning officer shall as soon as possible, but not later than 30 days after the closing date of the polling, cause the result of the election, including the number of votes recorded for each candidate, to be published in the Gazette.

### **Safekeeping of ballot papers after elections**

**16.**(1) The returning officer shall immediately after the result of the election has been determined in terms of these Regulations-

(a) seal in a separate parcel all the ballot papers which he or she has rejected in terms of these Regulations, together with a list of any votes which he or she has so rejected mentioning the number of the ballot paper concerned and, if it was possible to ascertain them, the names of the candidates affected by such rejection, and mark the parcel with the expression 'rejected ballot papers';

(b) seal in a separate parcel the counterfoils of all ballot papers which have been issued by him or her and mark the parcel with the expression 'counterfoils'.

(c) seal in a separate parcel all other papers relating to the election including the nomination of candidates and mark the parcel 'election papers'; and

(d) seal a printout of all electronic votes which clearly indicates rejected ballot papers as well as valid ballot papers, marked 'electronic ballot papers'.

(2) The returning officer shall forthwith deliver the parcels referred to in sub-regulation (1) to the registrar, who shall keep such parcels unopened for a period of at least one year, unless he or she is otherwise directed by a competent court.

(3) The registrar shall destroy the parcels contemplated in sub-regulation (2) in accordance with the prescribed procedures after the period contemplated thereon has expired.

### **Constitution of board without elections**

**17.**(1) If the number of persons nominated is accepted as candidates is equal to or less than the number of members to be elected, the returning officer shall forthwith declare the candidates who were duly nominated to be duly elected members and shall cause a notice to that effect to be published in the *Gazette*.

(2) If, on or before the polling day, a candidate dies or notifies the returning officer in writing of the withdrawal of his or her candidature and the remaining number of candidates is equal to or less than the number of members to be elected, the election shall be stopped immediately and the returning officer shall forthwith declare the said candidates to be duly elected members and shall cause a notice as contemplated in sub-regulation (1) to be published.

(3) If the number of duly nominated members referred to in sub-regulation (1) is less than the number of members to be elected, the returning officer shall, within 14 days of the publication of the notice referred to in sub-regulation (1), publish a notice referred to in sub-regulation 9 (1) regarding the election of the nominated members still to be elected.

### **Term of office**

**18.** (1) The members of a professional board shall hold office for a period of five years, subject to sub-regulation (2).

(2) In order for the term of office of a professional board to run concurrently with the term of office of the council, the members of the professional boards constituted during the term of office of the council shall hold office until the period of three months prior to the date of the expiring of the term of office of the members of the new council, after which an election of the professional boards will take place in accordance with these Regulations.

### **Appointment of members of board**

**19.** (1) The Registrar must within 30 days of election of members, submit the list of elected members to the Minister.

(2) The Minister shall within 30 days after the closing date of nominations and before the appointment of persons as contemplated in regulation 3 (b), (d) and (e) establish a committee to-

- (a) sort and verify nominations received against the advert;
- (b) assess suitability of each nominee;
- (c) create a list of all suitable nominees per category; and
- (d) recommend suitable candidates for appointment.

(3) The Minister may from the list of members contemplated in sub-regulation (2) appoint such members as members of the professional board.

(4) The Minister shall as soon as possible after the appointment of members contemplate in sub-regulation (2) inform the Registrar in writing of the names of the persons who have been appointed as members of the professional board from the list of elected persons and persons from public nominations as contemplated in sub-regulations (1) and (3).

(5) The Registrar must within 30 days of appointment and by notice in the gazette publish names of members of the professional board constituted as contemplated in regulation 3 and appointed as contemplated in sub-regulation (4).

### **Vacation of office**

**20.(1)** A member of a professional board shall vacate his or her office if-

(a) the member's estate is sequestrated, or the member has entered into a composition with the creditors of his or her estate;

(b) the member has been absent for more than two consecutive ordinary meetings of the professional board without leave of the chairperson of the professional board;

(c) the member is disqualified under any law from practising his or her profession;

(d) the member ceases to be a South African citizen or a permanent resident of the Republic;

(e) the member is convicted of the offence, whether in the Republic or elsewhere, in respect whereof he or she is sentenced to imprisonment without the option of a fine;

(f) the member becomes a patient or a state patient as defined in section 1 of the Mental Health Care Act, 2002 (Act 17 of 2002);

(g) the member-

(i) in case of an elected member who ceases to hold a qualification required for his or her election or who ceases to represent the category of voters who

elected him or her to the professional board, or submits his or her resignation in writing to the registrar; or

(ii) in the case where a member appointed by the Minister ceases to hold a qualification required for his or her appointment or who ceases to represent the sector from which he or she was appointed as a member of the professional board, or submits his or her resignation in writing to the Minister; or

(iii) the Minister terminates his or her membership for reasons which are just and fair.

### **Filling of vacancies**

21.(1) If there is a vacancy in a professional board the same procedure followed for the appointment of members of a professional board must be followed to fill such a vacancy.

(2) Every member so elected or appointed shall occupy the office for the unexpired portion of the period for which the member whose office became vacant was elected or appointed.

### **Powers and functions of professional board**

22. (1) The professional board shall exercise its powers and perform its functions as contemplated in sections 14B and 14C of the Act.

(2) The registrar appointed in terms of section 11 of the Act shall execute the powers and perform the functions relating to a professional board which, from time to time, are conferred or imposed upon him or her under the Act or by the professional board.

### **Appointment of office bearers**

23. (1) The first meeting of each newly constituted professional board shall be convened and chaired by the registrar as soon as possible after the constitution of such a board, but not later than a period of 30 days in order to nominate office-bearers from amongst its members.

(2) As soon as possible after the nomination of a chairperson and a vice-chairperson, the registrar shall inform the Minister of the nominations and request the

Minister to appoint the chairperson and vice-chairperson in terms of section 28(1)(gD)(ix) of the Act.

(3) Until such time as the Minister has appointed the chairperson and vice-chairperson, the members of the board may appoint an acting chairperson and an acting vice-chairperson from among themselves to preside at the meetings of the professional board.

(4) The chairperson or vice-chairperson may vacate his or her office without terminating his or her membership of the board.

(5) If a position of the chairperson or vice-chairperson becomes vacant, the members of the professional board shall, at the first meeting after such vacancy has occurred or as soon thereafter as may be convenient, nominate from among themselves a new chairperson or vice-chairperson, as the case may be.

(6) As soon as possible after the nomination in terms of sub-regulation (5), the registrar shall act in accordance with sub-regulation (2).

(7) In the case of a chairperson to be appointed, the vice-chairperson shall act as chairperson until the Minister has appointed a new chairperson in terms of sub-regulation (2).

(8) The member so appointed by the Minister as chairperson or vice-chairperson shall hold office for the unexpired portion of the period for which his or her predecessor was appointed.

### **Meetings of professional board**

**24. (1)** A professional board shall hold at least two meetings during each year at such places and such dates as the chairperson may determine and may in addition hold such special meetings as the chairperson may from time to time determine.

(2)(a) A special meeting of a professional board may at any time be convened by the chairperson and shall be convened by him or her at the written request of the Minister or of at least half the number of the total members of the professional board.

(b) A special meeting shall be held at such place in the Republic as the chairperson may determine and shall, in the case of any meeting convened as a result

of a request referred to in paragraph (a), be held within thirty days after the date of receipt of such request by the chairperson.

(c) A request referred to in paragraph (a), shall clearly state the purpose for which the meeting is to be convened.

(3) A notice convening an ordinary or a special meeting shall be signed by the registrar and shall specify the source of such a meeting.

(4) A notice contemplated in sub-regulation (3) shall be sent by post, by hand or electronic mail to each member at least 14 days before the date scheduled for the meeting.

(5) In the case of special meetings, such notice shall be given as the chairperson may deem adequate and may be given by facsimile, electronic mail or telephone.

### **Procedure of meetings of professional board**

**25.** (1) The chairperson, or in his or her absence, the vice-chairperson, shall preside at all meetings of the professional board, except at the meeting contemplated in regulation 23 (1).

(2) In the absence of the chairperson the deputy chairperson presides over the meeting of the professional board.

(3) If both the chairperson and the vice-chairperson are absent from a meeting of the professional board, the members present at the said meeting shall elect, amongst themselves, a member to preside at such meeting as acting chairperson.

(4) A person presiding at such meeting of the professional board shall take the chair at the scheduled hour, and if at the expiration of a quarter of an hour there is no quorum, he or she may postpone the meeting to a day and hour to be fixed by him or her.

(5) A quorum of a meeting and decisions of the professional board shall be constituted by a simple majority of the members of the professional board.

(6) No resolution of the professional board or act performed under authority of the council or professional board shall be invalid by reason only of an interim

vacancy on the professional board or by reason of the fact that a person who is not entitled to sit as a member of the professional board sat as a member at the time when the decision was taken or the act was authorised if the decision was taken or the act was authorised by the requisite majority of the members of the professional board who were present at the time and entitled to sit as members.

(7) No matter which is not included in the notice issued in terms of sub-regulation (8), regulation 24(2)(a) or regulation 24(3), as the case may be, shall be considered at any meeting of the professional board, unless the majority of the members present at such meeting consent thereto or the Minister so directs.

(8) Any member wishing to bring any matter before the professional board shall forward in writing to the registrar, at least one month before the date appointed for a meeting, a notice of motion thereof, which motion shall be published in the notice convening the meeting and shall be considered with the other business to be brought before the professional board.

(9) On the motion of a member which has been duly seconded and agreed to, the professional board may adjourn a meeting to any day or hour, on condition that no other business shall be transacted or considered at an adjourned meeting, except matters which are brought forward in terms of sub-regulation 7.

(10) Every member, at a meeting of the professional board, shall have one vote and in the event of an equality of votes in regard to any matter, the member so presiding shall have a casting vote.

(11) The votes of the members present at a meeting of the professional board shall be cast in the manner determined by the person presiding at such meeting.

(12) If a member who is present at a meeting of the professional board does not agree with a resolution of the professional board passed at such meeting, he or she may request to abstain from voting, with or without furnishing the reasons therefor, and the member presiding at such meeting shall comply with such request or ensure that it is complied with.

(13) Except insofar as these Regulations provide otherwise, the person presiding at a meeting of the professional board shall decide any question of order or procedure at any meeting of the professional board.

(14) If any member objects to such decision, the question shall be put to the vote without further discussion, and the decision of the meeting shall be final.

### **Attendance of professional board meetings**

26. (1) Every member of the professional board shall attend every meeting of the professional board, unless he or she has been granted leave by the chairperson or, in his or her absence, by the deputy chairperson, to be absent from such meeting.

(2) An attendance register shall be kept by the registrar, who shall enter therein at each meeting the names of all members attending.

### **Record of meetings of professional board**

27. (1) The registrar shall keep typewritten minutes of the proceedings at all meetings of the professional board.

(2) Such minutes shall include a statement of the date and place of the meeting and shall contain a list of the names of all members present at such meeting and a resume of the subject dealt with and such resolutions as were adopted, but without any comment or observations by the members.

(3) A copy of the minutes of a meeting shall, as soon as possible after every such meeting, be forwarded by the registrar to each member.

(4) The minutes of a meeting of the professional board shall be presented to the professional board at the first ensuing meeting of the professional board.

(5) If such minutes are confirmed at such ensuing meeting, whether with or without amendments, it shall be signed by the person presiding at such meeting and by the registrar.

### **Committees of professional board**

28.(1) A professional board may, from time to time, establish such committees as it may deem necessary to assist it in the execution of its powers or the performance of its functions.

(2) A committee contemplated in this regulation shall exercise such powers and perform such functions as may from time to time be conferred or imposed upon it or delegated to it under the Act or by the professional board.

(3) Such a committee shall, in terms of section 28(1)(gD)(vi) of the Act, consist of as many members as the professional board may identify.

(4) The professional board shall designate one member in each committee as a chairperson of for that committee.

(5) A simple majority of the members of each committee shall constitute a quorum at any meeting of the committee.

(6) The provisions of regulations 24 to 26 shall, as far as they are applicable, apply in the same manner as the procedure at meetings of the committees of professional boards.

### **Allowances payable to members of Professional Board**

29. (1) The council shall pay allowances to members as provided for in sub-regulation (2).

(2) Members shall be paid allowances with the amounts as prescribed in Annexure A:

(a) An allowance as set out in Annexure A is payable to a member attending a meeting or other business irrespective of the duration of such meeting or other business;

(b) Where more than one meeting or other business is attended on the same day, the allowance will be limited to the amount payable for one meeting or other business only as contemplated in paragraph (a);

(c) A working allowance is payable to a member for the purpose of preparing for a meeting of the Council or a Professional Board to a maximum of eight hours per meeting;

(d) A communication allowance is payable to a member as set out in Annexure A;

(e) An allowance for subsistence is payable to a member when a member is away from his or her place of residence for the purpose of attending a meeting or for conducting of any such other business and shall be calculated per night that the member is away from his or her place of residence;

(f) The travel costs payable to a member attending a meeting or to conduct other business include, where applicable-

(i) fee for the parking of a member's private vehicle at an airport or the taxi or shuttle fee from the member's residence to the relevant airport;

(ii) airfare for economy class;

(iii) the taxi or shuttle fee from the airport at the destination of the meeting to the place where the meeting is held and/or to the place of overnight accommodation;

(iv) hotel accommodation, meals and soft drinks, as prescribed, if a member, subject to the permission of the Registrar, arranges and pays for his or her own accommodation;

(v) motor vehicle allowance if a member uses his or her own private transport to attend a meeting or conduct business per kilometre based on the applicable Automobile Association rates: provided that the distance shall not exceed five hundred (500) kilometres for single direction from the member's home and back;

(vi) motor vehicle allowance if a member uses his or her own private transport to attend a meeting or conduct business for a distance exceeding 500 kilometres for single direction, an amount payable shall be the lesser of the amount of an airfare (VAT excluded), if there are scheduled flights for the route; or the prescribed kilometre allowance.

(3) The provisions of sub-regulation 2(a) shall be applicable in the same manner, to a member who, during a meeting or other business, is obliged to travel to his or her place of residence or other place and back to the venue of that meeting or business, if the President or chairperson is convinced of the necessity of such journey.

(4) The Council shall on an annual basis determine the maximum cost or cost range for the travel, accommodation and meals for members attending a meeting or other business, arranged directly by the Registrar or designated person.

(5) Any changes to arrangements after costs have been incurred by the Council or agreed upon in terms of sub-regulations (2)(f) and (4) in respect of airfares, the additional cost shall be at the cost of a member, unless the motivation for such a change is at the direction of the Council, a Professional Board, a Committee, or the Registrar or in case of personal reasons that warrant such a change.

(6) All claims for allowances or other expenditure by a member shall be submitted with the necessary proof, to the Registrar in the form determined by the Council within 14 days from the date of the completion of the trip or attendance of a meeting or coming to an end of an event which gave rise to such a claim, whichever is applicable.

#### **Short title and commencement**

**30.** These regulations are called Regulations relating to the Establishment of the Professional Board for Community Development Practice, 2024 and come into force on the date of publication thereof in the gazette.

FORM 1A

NOMINATION FOR ELECTIONS OF PERSONS TO BE APPOINTED AS MEMBERS OF COUNCIL IN TERMS OF SECTION (5) (1) (b) OF SOCIAL SERVICE PROFESSIONS ACT, ACT 110/1978 AND REGULATION 3 (a) (c) (d)

**Instruction Note:**

- (a) This is for completion by a **Community Development Practitioners**
- (b) Each candidate shall be nominated separately in one form
- (c) Each Community Development Practitioner may sign not nominate more than three (3) candidates.

**PART 1: NOMINATION OF CANDIDATE**

I nominate (*print the full first names, surname and reference number of the candidate as they appear in the database*):

First names: .....

Surname: .....

SACSSP database Reference number: .....

for election as a member of the South African Council for Social Service Professions as contemplated in section 5(1)(b) of the Social Service Professions Act 110 of 1978.

**PART 2: DECLARATION BY PERSON WHO NOMINATES**

I, (*print the full names, surname and reference number as they appear in the register*)

Full first names and surname: .....with

SACSSP database Reference number:: .....declare that I am a South African citizen resident in the Republic at (state full residential address):

.....  
.....  
.....

**Signature of person nominating**.....**Date** .....

**Co-signed by two witnesses**

Full names and surname: .....

ID number: ..... SACSSP database Reference number: .....

**Signature witness (1)**.....**Date**.....

Full names and surname: .....

ID number: ..... SACSSP database Reference number: .....

**Signature witness (2)**.....**Date**.....

**PART 3: CONSENT TO NOMINATION**

Each candidate shall lodge with the returning officer –

- (a) a curriculum vitae of not more than **150 words**, including, where possible, a telephone and email address where the candidate may be reached;
- (b) a clear passport size photograph on which the candidate's name and SACSSP database reference number are indicated on the back;
- (c) a deposit to the amount as indicated in regulation 6(3)(d);
- (d) his or her consent to the nomination by completing the following:

I (print full first names, surname as they appear in the SACSSP database)

First names: .....

Surname: .....SACSSP database reference number:.....

Declare that –

- (a) I represent the category for which I am nominated;
- (b) I am a South African citizen;
- (c) I am permanently resident in the Republic at (state full residential address)

.....  
 .....

I agree to accept nomination for election as member of the **Council** within the South African Council for Social Service Professions.

.....

**Signature of nominee**

**Date**

**Co-signed by two witnesses**

Full names and surname: .....

ID number: .....

*Signature witness (1)*.....*Date*.....

Full names and surname: .....

ID number: .....

*Signature witness (2)*.....*Date*.....

**NOTE:** If the person nominated is unable to sign the nomination form, he or she may inform the returning officer by letter or facsimile transmission or email that he or she consents to his or her nomination and co-signed by two witnesses.

FORM 1A

NOMINATION FOR ELECTION OF PERSONS TO BE APPOINTED AS MEMBERS OF COUNCIL IN TERMS OF SECTION 28 (1) (gD) (i) OF SOCIAL SERVICE PROFESSIONS ACT, ACT 110/1978 AND REGULATION 3 (d)

**Instruction Note:**

- (a) This is for completion by a **Provincial Community Development Practitioners**
- (b) Each candidate shall be nominated separately in one form
- (c) Each Community Development Practitioner may sign not nominate more than three (3) candidates.

**PART 1: NOMINATION OF CANDIDATE**

I nominate (*print the full first names, surname and reference number of the candidate as they appear in the database*):

First names: .....

Surname: .....

SACSSP database Reference number: .....

for election as a member of the South African Council for Social Service Professions as contemplated in section 28 (1) (gD) (i) Social Service Professions Act 110 of 1978.

**PART 2: DECLARATION BY PERSON WHO NOMINATES**

I, (*print the full names, surname and reference number as they appear in the register*)

Full first names and surname: .....with

SACSSP database Reference number: .....,declare that I am a South African citizen resident in the Republic at (state full residential address):

.....  
.....  
.....

**Signature of person nominating**.....**Date** .....

**Co-signed by two witnesses**

Full names and surname: .....

ID number: .....SACSSP database Reference number: .....

Signature witness (1).....Date.....

Full names and surname: .....

ID number: ..... SACSSP database Reference number: .....

Signature witness (2).....Date.....

**PART 3: CONSENT TO NOMINATION**

First names: .....

Surname: .....ID number.....

Confirm that

- (a) I represent the category for which I am nominated
- (b) I meet the set criteria for nomination in the category
- (c) I am a South African citizen; and
- (d) I am permanently resident in the Republic at (state full residential address)

.....  
 .....

Consent to the nomination as a candidate to be appointed by the Minister as a member of the Professional Board for Community Development Practice representing public section 28(1) (gD) (ii) of the Social Service Professions Act 110 of 1978 and regulation 3 (b) because I meet the following criteria-

Criteria for nomination	Mark X on applicable criteria
Active involvement in social development activities	
Strategic thinking and leadership skills	
Specialised knowledge in ethics	
Specialised knowledge in marketing	
Person with disabilities	
Knowledge and understanding of social service professions and social service practices	

.....  
 .....

**Signature of nominee**

**Date**

**Co-signed by two witnesses**

.....

*Signature witness (1)*

Full names and surname: .....

ID number: .....

.....

*Signature witness (2)*

Full names and surname: .....

ID number: .....

**NOTE:** If the person nominated is unable to sign the nomination form, he or she may inform the minister by letter or facsimile transmission or email that he or she consents to his or her nomination and co-signed by two witnesses.

FORM 1B

NOMINATION FOR ELECTIONS OF PERSONS TO BE APPOINTED AS MEMBERS A PROFESIONAL BOARD IN TERMS OF SECTION 28 (1) (gD) (iii) OF SOCIAL SERVICE PROFESIONS ACT, ACT 110/1978 AND REGULATION 3 (a)

Instruction Note:

- (a) This is for completion by a Community Development Practitioners
(b) Each candidate shall be nominated separately in one form
(c) Each Community Development Practitioner may sign not more than six (6) nomination forms.

PART 1: NOMINATION OF CANDIDATE

I nominate (print the full first names, surname and reference number of the candidate as they appear in the database):
First names:
Surname:
SACSSP Reference number:
for election as a member of a Professional Board for Community Development Practice as contemplated in regulation 3 (a)

PART 2: DECLARATION BY PERSON WHO NOMINATES

I, (print the full names, surname and registration number as they appear in the register)
Full first names and surname: with
SACSSP Reference number: declare that I am a South African citizen resident in the Republic at
(state full residential address):

Signature of person nominating Date

Co-signed by two witnesses

Full names and surname:
ID number: SACSSP Reference number:
Signature witness (1) Date

Full names and surname:
ID number: SACSSP Reference number:
Signature witness (2) Date

**PART 3: CONSENT TO NOMINATION**

Each candidate shall lodge with the returning officer –

- (e) a curriculum vitae of not more than **150 words**, including, where possible, a telephone and/or fax number where the candidate may be reached;
- (f) a clear passport size photograph on which the candidate's name and SACSSP registration number are indicated on the back;
- (g) a deposit to the amount as indicate in regulation 6(2)(d);
- (h) his or her consent to the nomination in the following form:

I (print full first names, surname as they appear in the SACSSP database)

First names: .....

Surname: .....SACSSP reference number:.....

Declare that –

- (d) I represent the category for which I am nominated;
- (e) I am a South African citizen;
- (f) I am permanently resident in the Republic at (state full residential address)

.....  
 .....

I agree to accept nomination for election as member of a **Professional Board for Community Development Practice**.

.....

**Signature of nominee** **Date**

**Co-signed by two witnesses**

Full names and surname: .....

ID number: .....

*Signature witness (1)*.....*Date*.....

Full names and surname: .....

ID number: .....

*Signature witness (2)*.....*Date*.....

**NOTE:** If the person nominated is unable to sign the nomination form, he or she may inform the returning officer by letter or facsimile transmission or email that he or she consents to his or her nomination and co-signed by two witnesses.

**FORM 1B**

**NOMINATION FOR ELECTIONS OF PERSONS TO BE APPOINTED AS MEMBERS A PROFESIONAL BOARD  
IN TERMS OF SECTION 28 (1) (gD) (iii) OF SOCIAL SERVICE PROFESIONS ACT, ACT 110/1978 AND  
REGULATION 3 (c)**

***Instruction Note:***

- (a) This is for completion by persons representing **community development Training Institutions**
- (b) Each candidate shall be nominated separately in one form
- (c) Each person may sign not more than six (6) nomination forms.

**PART 1: NOMINATION FORM**

I (full details of the person making a nomination) nominate:

First names: .....

Surname: .....ID Number.....

Name of Training Institution: .....

SACSSP reference number: .....

for nomination as a candidate for election as a member of a Professional Board for Community Development Practice as contemplated in regulation 3 (c).

**PART 2: DECLARATION BY PERSON WHO NOMINATES**

I declare that I am a South African citizen resident in the Republic at (state full residential address):

.....  
 .....  
 .....

**Signature of person nominating**

**Date**

**Co-signed by two witnesses**

.....

*Signature witness (1)*

Full names and surname: .....

ID number: .....

.....

*Signature witness (2)*

Full names and surname: .....

ID number: .....

Simultaneously with the lodging of the nomination, each candidate shall lodge with the Minister –

- (a) a curriculum vitae of not more than **150 words**, including, contact details, a telephone and email address;
- (b) a clear copy of Identity document (card) or Passport including where candidate's name and ID number) are indicated on the back; and
- (c) his or her consent to the nomination.

**PART 3: CONSENT TO NOMINATION**

**NOTE:** If the person nominated is unable to complete and sign the nomination form, he or she may inform the minister by letter or facsimile transmission or email that he or she consents to his or her nomination and co-signed by two witnesses.

I, (full names of person being nominated)

First names: .....

Surname: .....ID number.....declare that

- (a) I represent the category community development Training Institutions
- (b) I operate at leadership position as (eg, lecturer, HOD etc).....
- (c) I am a South African citizen;
- (d) I am permanently resident in the Republic at (state full residential address)

.....  
 .....and

Consent to the nomination as a candidate to elected as a member of Professional Board for Community Development Practice representing Training Institutions as contemplated in regulation 3 (c ).

.....  
 .....  
**Signature of nominee** **Date**

**Co-signed by two witnesses**

.....

*Signature witness (1)*

Full names and surname: .....

ID number: .....

.....

*Signature witness (2)*

Full names and surname: .....

ID number: .....

**NOTE:** If the person nominated is unable to sign the nomination form, he or she may inform the minister by letter or facsimile transmission or email that he or she consents to his or her nomination and co-signed by two witnesses.

FORM 1B

NOMINATION FOR ELECTIONS OF PERSONS TO BE APPOINTED AS MEMBERS A PROFESIONAL BOARD IN TERMS OF SECTION 28 (1) (gD) (iii) OF SOCIAL SERVICE PROFESIONS ACT, ACT 110/1978 AND REGULATION 3 (g)

Instruction Note:

- (a) This is for completion by a Community Development Practitioners
(b) Each candidate shall be nominated separately in one form
(c) Each Community Development Practitioner may sign not more than six (6) nomination forms.

PART 1: NOMINATION OF CANDIDATE

I nominate (print the full first names, surname and registration number of the candidate as they appear in the Register):
First names:
Surname:
SACSSP Reference number:
for election as a member of a Professional Board for Community Development Practice as contemplated in regulation 3 (g)

PART 2: DECLARATION BY PERSON WHO NOMINATES

I, (print the full names, surname and registration number as they appear in the register)
Full first names and surname: with
SACSSP Reference number: declare that I am a South African citizen resident in the Republic at
(state full residential address):

Signature of person nominating Date

Co-signed by two witnesses

Full names and surname:
ID number: SACSSP Reference number:
Signature witness (1) Date

Full names and surname:
ID number: SACSSP Reference number:
Signature witness (2) Date

**PART 3: CONSENT TO NOMINATION**

Each candidate shall lodge with the returning officer –

- (i) a curriculum vitae of not more than **150 words**, including, where possible, a telephone and/or fax number where the candidate may be reached;
- (j) a clear passport size photograph on which the candidate's name and SACSSP registration number are indicated on the back;
- (k) a deposit to the amount as indicate in regulation 6(2)(d);
- (l) his or her consent to the nomination in the following form:

I (print full first names, surname as they appear in the SACSSP database)

First names: .....

Surname: .....SACSSP reference number:.....

Declare that –

- (g) I represent the category for which I am nominated;
- (h) I am a South African citizen;
- (i) I am permanently resident in the Republic at (state full residential address)

.....  
 .....

I agree to accept nomination for election as member of the South African Council for Social Service Professions.

.....

**Signature of nominee** **Date**

**Co-signed by two witnesses**

Full names and surname: .....

ID number: .....

*Signature witness (1)*.....*Date*.....

Full names and surname: .....

ID number: .....

*Signature witness (2)*.....*Date*.....

**NOTE:** If the person nominated is unable to sign the nomination form, he or she may inform the returning officer by letter or facsimile transmission or email that he or she consents to his or her nomination and co-signed by two witnesses.

**FORM 2E**

**NOMINATION OF PERSON TO BE APPOINTED AS MEMBER OF THE COUNCIL SECTION 28(1) (gD) (ii) and REGULATION 3 (b) OF THE SOCIAL SERVICE PROFESSIONS ACT, ACT 110 OF 1978**

***Instruction Note:***

- (a) This is for completion by members of the **Public**
- (b) Each candidate shall be nominated separately in one form
- (c) Each person may sign not more than six (6) nomination forms.

**PART 1: NOMINATION**

I (full details of the person making a nomination) nominate:

First names: .....

Surname: ..... ID Number: .....

as a candidate to be appointed by the Minister of Social Development as a member of the Council for Social Service Professions as contemplated in section 28(1) (gD) (ii) and regulation 3 (b).

**PART 2: DECLARATION BY PERSON WHO NOMINATES**

I declare that I am a South African citizen resident in the Republic at (state full residential address):

.....  
 .....  
 .....

**Signature of person nominating**

**Date**

**Co-signed by two witnesses**

.....

*Signature witness (1)*

Full names and surname: .....

ID number: .....

.....

*Signature witness (2)*

Full names and surname: .....

ID number: .....

Simultaneously with the lodging of the nomination, each candidate shall lodge with the Minister –

- (a) a curriculum vitae of not more than **150 words**, including, contact details, a telephone and email address;

- (b) a clear copy of Identity document (card) or Passport including where candidate's name and ID number) are indicated on the back; and
- (c) his or her consent to the nomination.

**PART 3: CONSENT TO NOMINATION**

First names: .....

Surname: .....ID number.....

Confirm that

- (e) I represent the category for which I am nominated
- (f) I meet the set criteria for nomination in the category
- (g) I am a South African citizen; and
- (h) I am permanently resident in the Republic at (state full residential address)

.....  
 .....

Consent to the nomination as a candidate to be appointed by the Minister as a member of the Professional Board for Community Development Practice representing public section 28(1) (gD) (ii) of the Social Service Professions Act 110 of 1978 and regulation 3 (b) because I meet the following criteria-

Criteria for nomination	Mark X on applicable criteria
Active involvement in social development activities	
Strategic thinking and leadership skills	
Specialised knowledge in ethics	
Specialised knowledge in marketing	
Person with disabilities	
Knowledge and understanding of social service professions and social service practices	

.....  
 .....

**Signature of nominee**

**Date**

**Co-signed by two witnesses**

.....

*Signature witness (1)*

Full names and surname: .....

ID number: .....

.....

*Signature witness (2)*

Full names and surname: .....

ID number: .....

**NOTE:** If the person nominated is unable to sign the nomination form, he or she may inform the minister by letter or facsimile transmission or email that he or she consents to his or her nomination and co-signed by two witnesses.

**FORM 2F**

**NOMINATION OF PERSON TO BE APPOINTED AS MEMBER OF THE COUNCIL SECTION 28(1) (gD) (ii) and REGULATION 3 (e) OF THE SOCIAL SERVICE PROFESSIONS ACT, ACT 110 OF 1978**

**Instruction Note:**

- (a) This is for completion by members of the **Public (for Legally Qualified Person)**
- (b) Each candidate shall be nominated separately in one form
- (c) Each person may sign not more than six (6) nomination forms.

**PART 1: NOMINATION**

I (full details of the person making a nomination) nominate:

First names: .....

Surname: .....ID Number.....

as a candidate to be appointed by the Minister of Social Development as a member of the Council for Social Service Professions as contemplated in section 28(1) (gD) (ii) and regulation 3 (e)

**PART 2: DECLARATION BY PERSON WHO NOMINATES**

I declare that I am a South African citizen resident in the Republic at (state full residential address):

.....  
.....  
.....

**Signature of person nominating**

**Date**

**Co-signed by two witnesses**

.....

*Signature witness (1)*

Full names and surname: .....

ID number: .....

.....

*Signature witness (2)*

Full names and surname: .....

ID number: .....

Simultaneously with the lodging of the nomination, each candidate shall lodge with the Minister –

- (d) a curriculum vitae of not more than **150 words**, including, contact details, a telephone and email address;

- (e) a clear copy of Identity document (card) or Passport including where candidate's name and ID number) are indicated on the back; and
- (f) his or her consent to the nomination.

**PART 3: CONSENT TO NOMINATION**

First names: .....

Surname: .....ID number.....

Confirm that

- (i) I represent the category for which I am nominated
- (j) I meet the set criteria for nomination in the category
- (k) I am a South African citizen; and
- (l) I am permanently resident in the Republic at (state full residential address)

.....  
 .....

Consent to the nomination as a candidate to be appointed by the Minister as a member of the Professional Board for Community Development Practice representing public section 28(1) (gD) (ii) of the Social Service Professions Act 110 of 1978 and regulation 3 (b)and (e) because I meet the following criteria-

Criteria for nomination	Mark X on applicable criteria
Active involvement in social development activities	
Legally qualified and practicing law	
Strategic thinking and leadership skills	
Specialised knowledge in ethics	
Specialised knowledge in marketing	
Person with disabilities	
Knowledge and understanding of social service professions and social service practices	

.....

**Signature of nominee**

**Date**

**Co-signed by two witnesses**

.....

*Signature witness (1)*

Full names and surname: .....

ID number: .....

.....

*Signature witness (2)*

Full names and surname: .....

ID number: .....

**NOTE:** If the person nominated is unable to sign the nomination form, he or she may inform the minister by letter or facsimile transmission or email that he or she consents to his or her nomination and co-signed by two witnesses.

**FORM 3**

**VOTER'S DECLARATION OF IDENTITY**

Full first names as on ID.....

Surname as on ID: .....

SACSSP reference number as it appears on the Database: .....

Profession (must correlate with the one on SACSSP database : .....

I declare that:

- (a) an electronic or paper ballot paper was issued to me and that I will only exercise my right to vote on the ballot paper issued to me.
- (b) I am a South African citizen.
- (c) I am resident at the following permanent residential address:
- (d) My permanent postal address is:

I certify the above information is correct and that I am an eligible voter in terms of the regulation 10 of the regulations for the establishment of professional board of community development made under the Social Service Professions Act 110 of 1978

Confirmation by voter in accordance with the Ballot Paper issued. (Click on the appropriate box)

Ballot Paper issued	Mark X
Electronic ballot paper	
Paper ballot paper	

.....

**Signature of voter**

.....

**Date**

**FORM 4 A**

**BALLOT PAPER**

**Issued in terms of section 5(1)(b) of the Social Service Professions Act 110 of 1978**

**VOTER ID:**

SACSSP reference number: .....

Please read the instruction before you vote.

Candidates nominated by community development practitioners in accordance with section 5(1)(b) of the Act

Names of candidates in alphabetical order by surname (surname, full first names)	SACSSP reference number	Vote with X
		<input type="checkbox"/>

**INSTRUCTION TO VOTERS**

1. Each voter shall be entitled to vote for a maximum of six (6) candidates and no more, and shall vote by placing a cross (X) opposite the name(s) of the candidate(s) for whom he/she wishes to vote.
2. A ballot paper shall be rejected if –
 

***(in the case of an electronic ballot paper)***

  - (a) the electronic ballot paper is submitted after the closing date and time of the election, which is ..... (time) ..... (date).
  - (b) has not inserted his or her reference number with the South African Council for Social Service Professions as a form of unique identification in terms of regulation 13(3);
  - (c) has not completed the declaration of identity included in the ballot paper;
  - (d) has submitted more than one electronic ballot paper, in which case all ballot papers will be rejected;
  - (e) has submitted a paper ballot paper and an electronic ballot paper, in which case both ballot papers will be rejected;
  - (f) has voted for more candidates than what he or she is allowed to (more than 6 votes);
  - (g) has voted for a category of persons he or she is not eligible to vote for based on his or her professional category.

***(in the case of a paper ballot paper)***

- (a) the paper ballot paper is submitted by hand or posted (with the post offices stamp being the identifier) after the closing date and time of the election, which is ..... (time) ..... (date). Provided that posted paper ballot papers reach the returning office no later than 10 working days after the mentioned closing date. Any paper ballot paper sent by post that reaches the returning officer after the aforementioned period shall be rejected.
- (b) has not returned such ballot paper in the identification envelope;
- (c) has neglected to complete the declaration on the identification envelope in every particular in accordance with the provisions or regulation 13(4);
- (d) has not marked his/her ballot paper or his/her ballot paper is invalid owing to any uncertainty,
- (e) has submitted a paper ballot paper and an electronic ballot paper, in which case both ballot papers will be rejected;
- (f) has voted for more than one vote per candidate or has returned more than one ballot paper;
- (g) a paper ballot paper that has been scanned and emailed with be rejected; and
- (h) has voted for a person who was not a candidate; in which case the votes cast on such ballot paper shall not be taken into account at the counting of the votes recorded at the election.

A voter shall submit:

*(in the case of an electronic ballot paper)*

the electronic ballot paper by pressing the electronic button on marked as "submit" at the end.

An electronic ballot paper must be lodged not later than ..... (time) on ..... (day) ..... (month) .....(year).

*(in the case of a paper ballot paper)*

by folding the paper ballot paper inwards and placed it in the accompanying identification envelope which shall be sealed and then placed in a covering envelope which shall be sealed and addressed to the returning officer at the following address:

**By hand to:** SACSSP, 37 Annie Botha Avenue, Riviera, Pretoria 0001, South Africa

**By post to:** SACSSP, Private Bag X12, Gezina, 0031

No paper ballot paper may not be scanned electronically and submitted in any electronic format.

A paper ballot paper lodged by hand with the returning officer at must reach the returning officer not later than ..... (time) on ..... (day) ..... (month) .....(year).

A paper ballot paper lodged by ordinary postal mail must be posted no later than last date of voting at ..... (time) on ..... (day) ..... (month) .....(year), provided that such a paper ballot paper reaches the returning officer no later than ten (10) working days after the aforementioned date.

**FORM 5**

**DECLARATION ON OATH OR AFFIRMATION FOR POLLING OFFICERS OR PERSONS PRESENT DURING  
THE EXAMINATION OF BALLOT PAPERS OR THE DETERMINATION OF THE ELECTION**

I, .....(full names and surname), herewith declare on oath/affirm that I shall undertake to maintain and to help maintain the confidentiality of the voting at the elections of the South African Council for Social Service Professions in terms of the *Social Service Professions Act 110 of 1978* and not to, except for lawful reasons, disclose any information to anyone else who may reasonably be expected to defeat the confidentiality of such voting.

.....  
**Signature of voter** **Date**

I certify that the deponent has acknowledged that he/she understands the contents of this declaration/affirmation. The declaration / affirmation was sworn to/affirmed before me and the deponent's signature was placed thereon in my presence.

.....  
 Commissioner of Oaths  
 Office held.....  
 Date: ..... Place: .....

**FORM 6A**

**NOMINATION FOR ELECTIONS OF PERSONS TO BE APPOINTED AS MEMBERS OF PROFESSIONAL  
BOARDS FOR SOCIAL SERVICE PROFESSIONS IN TERMS OF SECTION 14(A) to 14 (C) OF SOCIAL SERVICE  
PROFESIONS ACT, ACT 110/1978**

**Instruction Note:**

- (a) This is for completion by a **community development practitioner**
- (b) Each candidate shall be nominated separately in one form
- (c) Each community development practitioner may sign not more than six (6) nomination forms.

**PART 1: NOMINATION OF CANDIDATE**

I nominate (*print the full first names, surname and reference number of the candidate as they appear in the database*):

First names: .....

Surname: .....

SACSSP Reference number: .....

for election as a member of the South African Council for Social Service Professions as contemplated in section 14 (A) to (C) of the Social Service Professions Act 110 of 1978.

**PART 2: DECLARATION BY PERSON WHO NOMINATES**

I, (*print the full names, surname and reference number as they appear in the database*)

Full first names and surname: .....with

SACSSP reference number: .....

declare that I am a South African citizen resident in the Republic at (state full residential address):

.....  
.....  
.....

**Signature of person nominating**

**Date**

**Co-signed by two witnesses**

Full names and surname: .....

ID number: .....

.....

**Signature witness (2)**

Full names and surname: .....

ID number: .....

**PART 3: CONSENT TO NOMINATION**

Each candidate shall lodge with the returning officer –

- (m) a curriculum vitae of not more than **150 words**, including, where possible, a telephone and/or fax number where the candidate may be reached;
- (n) a clear passport size photograph on which the candidate's name and SACSSP reference number are indicated on the back;
- (o) a deposit to the amount as indicated in regulation 6(2)(d);
- (p) his or her consent to the nomination in the following form:

I (print full first names, surname and reference number as they appear in the database)

First names: .....

Surname: .....

SACSSP Reference number: .....

declare that –

- (j) I represent the category for which I am nominated;
- (k) I am a South African citizen;
- (l) I am permanently resident in the Republic at (state full residential address)

.....  
 .....

I agree to accept nomination for election as member of the South African Council for Social Service Professions

.....  
 .....

**Signature of nominee**

**Date**

**Co-signed by two witnesses**

.....

*Signature witness (1)*

Full names and surname: .....

ID number: .....

.....

*Signature witness (2)*

Full names and surname: .....

ID number: .....

**NOTE:** If the person nominated is unable to sign the nomination form, he or she may inform the returning officer by letter or facsimile transmission or email that he or she consents to his or her nomination and co-signed by two witnesses.

## Annexure A

### Allowances Payable to members in accordance with Regulation 29

S/N	ALLOWANCE	AMOUNT
(a)	Allowance for the President or a chairperson in terms of the <a href="#">regulation 2(2)(a)</a> .	R1 184.00 per day or R132.00 per hour
(b)	Allowance for a member in terms of the <a href="#">regulation 2(2)(a)</a> .	R1 038.00 per day or R129.50 per hour
(c)	For president and chairmen ordinary members.	R132.00 per hour for the President and Chairperson R129 50 per hour for ordinary member
(d)	Allowance for the President and chairperson in terms of <a href="#">regulation 2(2)(c)</a> .	R132.00 per hour
(e)	Communication allowance to the President and a chairperson of a Professional Board in terms of <a href="#">regulation 2(2)(d)</a> .	R720.00 per month for the President and a chairperson of a Professional Board R600.00 per month for ordinary member
(f)	Subsistence allowance in terms of the <a href="#">regulation 2(2)(e)</a> .	R600.00 per night

S/N	ALLOWANCE	AMOUNT
(g)	Airfare in terms of regulation 2(2)(j)(ii).	The value of an economic class ticket
(h)	The motor vehicle kilometre allowance in terms of regulation 2(1)(j)(v) and (vi).	Automobile Association rates
(i)	Hotel accommodation in terms of <a href="#">regulation 2(2)(f)(iv)</a> .	Three-star hotel as per government rates
(j)	Dinner allowance in terms of <a href="#">regulation 2(2)(f)(iv)</a> , if not included in hotel rate contemplated in paragraph (j).	Maximum of R235.00 per person per dinner
(k)	Breakfast allowance in terms of regulation 2(2)(j)(iv), if not included in hotel rate contemplated in paragraph (j).	R170.00 per person