

BOARD NOTICE 623 OF 2024



**PanSALB**  
PAN SOUTH AFRICAN LANGUAGE BOARD

## ***REVISED NORMS AND RULES FOR THE NATIONAL LANGUAGE BODIES***



***“One nation many languages”***

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NO. 02/2024 OF 22 MARCH 2024  
PAN SOUTH AFRICAN LANGUAGE BOARD ACT OF 1995  
(ACT NO. 59 OF 1995)

**CALL FOR PUBLIC COMMENTS**

on the  
REVISED NORMS AND RULES FOR THE NATIONAL LANGUAGE BODIES

**Whereas** section 8(11)(b) of the PanSALB Act requires the Board to publish rules and notices it makes for the purposes of the exercising its powers and functions.

**WHEREAS** the Pan South African Language Board published Norms and Rules in *Government Gazette* No. 28053 of 30 September 2005 to ensure that National Language Bodies are established primarily as language development agencies with specific emphasis on standardisation in respect of all official languages; and

**WHEREAS** a need has arisen for the Norms and Rules to be revised to bring them in line with recent developments within the operations of the Board and to address other incidental matters:

**The Rules hereunder are now published to replace the revised Norms and Rules published in *Government Gazette* No. 688 of 14 May 2019 with effect from the date of publication of these Rule.**

Considering that-

(a) the Board wishes to ensure that National Language Bodies are established primarily as language development agencies with specific emphasis on standardisation in respect of all official languages;

And

**(b) the Board wishes to establish a solid relationship between the Board of PanSALB and the National Language Bodies creating an interface to engage it directly;**

these Rules are hereby published in terms of section 8(11)(b) of the Pan South African Language Board Act, 1995, (Act No. 59 of 1995) in order to regulate the National Language Bodies established in accordance with Section 8(8)(b) of the said Act-

Afrikaans National Language Body;  
English National Language Body;  
IsiNdebele National Language Body;  
IsiXhosa National Language Body;  
IsiZulu National Language Body;  
Khoe and San National Language Body;  
South African Sign Language National Language Body;  
Sesotho National Language Body;  
Sesotho sa Leboa National Language Body;  
Setswana National Language Body;  
SiSwati National Language Body;  
Tshivenda National Language Body; and  
Xitsonga National Language Body.

## **ARRANGEMENT OF RULES**

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**1. Definitions.**-In these rules, unless the context otherwise indicates-

**"Board"** means the Pan South African Language Board established in terms of section 2 of the Pan South African Language Board Act, 1995, (Act 59 of 1995);

**"Chairperson"** means the chairperson of the National Language Body concerned;

**"Chief Executive Officer"** means the Chief Executive Officer of the Pan South African Language Board appointed in terms of section 10 of the Pan South African Language Board Act, 1995, (Act 59 of 1995);

**"National Language Body"** means a National Language Body established by notice in the *Government Gazette* in terms of section 8(8)(b) of the Pan South African Language Board Act, 1995, (Act 59 of 1995);

**"National Lexicography Unit"** means a National Lexicography Unit established in terms of section 8(8)(c) of the Pan South African Language Board Act, 1995, (Act 59 of 1995);

**"Provincial Language Committee"** means a Provincial Language Committee established by notice in the *Government Gazette* in terms of section 8(8)(a) of the Pan South African Language Board Act, 1995, (Act 59 of 1995); and

**"Rule"** means any rule contained in this Notice.

## 2. Establishment

The National Language Body is hereby established to advise the Board on any language matter as contemplated by section 8(8)(b) of the Act.

### 3. Composition.-

- (1) A National Language Body shall consist of not less than thirteen (13), and not more than **sixteen (16)** members, who must each-
  - (a) have specialist and extensive knowledge in respect of the language concerned;
  - (b) have displayed passion and commitment for, and have contributed to, language development; and
  - (c) are first (home) language speakers and/or users of that language.
- (2) At least one member of the National Language Body shall be -
  - (a) an officer in the department responsible for the basic education in the curriculum development;
  - (b) a member of the House of Traditional Leaders; and
  - (c) a member of the South African Broadcasting Corporation from the language development or similar unit.
- (3) Not more than two of the members of every National Language Body shall represent the Provincial Language Committee of the province where the language concerned is spoken.
- (4) Two of the members of every National Language Body shall represent the National Lexicography Unit of the language concerned, subject to the proviso that one of the two members shall be the Editor-in-Chief.
- (5) The need for National Language Bodies to reflect broadly the gender and racial composition of South Africa must be considered when a member of a National Language Body is appointed.

### 4. Conditions of membership.-

- (1) When a person becomes a member of a National Language Body, the Board shall recognise that member by notice in the *Government Gazette*.
- (2) No member shall serve on a National Language Body on a full-time basis and for more than two terms.
- (3) During their term of office, no member of a National Language Body shall be eligible for, or may personally benefit from, any grant awarded by the Board or a National Language Body.

## 5. Appointment of members.-

- (1) Every member, apart from those members referred to in Rules 3(3) and 3(4) above, shall be appointed to a National Language Body in accordance with the following procedure:
  - (a) **The CEO of the Board** shall invite the general public to nominate persons for appointment as members of the National Language Body through notice in the Government Gazette and such other media as the **CEO** may deem appropriate.
  - (b) The **CEO** shall:
    - (i) compile a list of candidates from the nominations received who satisfy the criteria set out in Rule 2 above;
    - (ii) recommend to the **Ad Hoc Committee a short-list** of not more than 20 proposed members for appointment.
    - (iii) in a situation where the nominations process does not bring the required number and calibre of prospective candidates, other methods such as headhunting, and co-option shall be followed.
  - (c) The Board shall publish the short-list of the proposed members for public comment.
  - (d) After due consideration of the recommendations of the *ad hoc* committee and any public comments received, the Board shall appoint the members of the National Language Body from the short-list in terms of (b)(ii) above.
- (2) Any member of the public may, with good reason, object in writing to the nomination or appointment of any person to serve on a National Language Body.
- (3) The Board may terminate the membership of any person appointed in terms of this section-
  - (a) if the Board is satisfied that such a person no longer complies with any of the requirements of Rule 2;
  - (b) if such a person has requested the Board in writing to terminate his or her appointment; or
  - (c) when such a person has been absent from more than three consecutive meetings of the National Language Body without valid reason.
- (4) The Board shall, at least six months prior to the day on which the five-year term of office of the Serving members of a National Language Body expires, initiate the process

referred to in Rule 4 (1) for the appointment of new members to the National Language Body.

- (5) The Board may, if it deems it advisable, at least three months prior to the day on which the five-year term of office of the serving members of a National Language Body expires, extend their term of office by such period as the Board may specify, provided that such period shall not exceed twelve (12) calendar months.

#### **6. Term of office of members and office bearers.-**

- (1) A member of a National Language Body shall hold office for a term of five (5) years and upon expiry of this term, the member shall be eligible for reappointment for one further consecutive term.
- (2) If the office of a member of the National Language Body becomes vacant before the expiry of the period for which he or she was appointed, the Board may, subject to Rule 2, appoint another person to hold office for the remaining portion of his or her predecessor's term of office.
- (3) The Board shall give notice in the *Government Gazette* of the appointment of a member of the National Language Body and the date of his or her appointment and, in the case of a member appointed to fill a vacancy on the National Language Body, the period for which he or she is appointed.
- (4) The Chairperson and the Vice-chairperson shall hold office for a term of five (5) years: provided that such Chairperson and Vice-chairperson shall be eligible for re-election for one further consecutive term.
- (5) The convenors of Technical Committees shall hold office for a term of five (5) years: provided that such convenors shall be eligible for re-election for one further consecutive term.
- (6) Nothing in this Rule shall prohibit a member of a National Language Body from holding any office for more than two terms, provided that no member shall hold office consecutively for longer than two terms, which terms shall be deemed to include any extensions in terms of Rule 4(6) above.

#### **7. Election of office bearers.-**

- (1) The members of the National Language Body shall, at their first meeting and thereafter when the need arises, with the Chief Executive Officer or his or her nominee presiding, elect one amongst their number to be Chairperson and another to be Vice-chairperson.



- (2) If the Chairperson is absent from a meeting of a National Language Body, the Vice-chairperson shall preside at that meeting and if both the Chairperson and the Vice-chairperson are absent from a meeting, the members present shall elect one person amongst their number to preside at that meeting.
- (3) The Vice-chairperson or the person elected to preside, when acting as Chairperson as contemplated in sub-rule (2), shall have all the powers and duties of the Chairperson.
- (4) The office of Chairperson or Vice-chairperson shall become vacant
  - (a) on the expiry of the incumbent's term of office as Chairperson or Vice-chairperson;
  - (b) when the incumbent tenders his or her resignation as Chairperson or Vice-chairperson in writing;
  - (c) when the incumbent ceases to be a member of the National Language Body;  
or
  - (d) when a resolution to that effect is passed by the National Language Body.
- (5) The election of a new Chairperson or Vice-chairperson shall, in the case of a vacancy arising as contemplated in paragraphs 4 (a), (b), (c) and (d), be conducted by the Chief Executive Officer or his or her nominee.
- (6) The members of a Technical Committee shall, at their first meeting and thereafter when the need arises, elect a convenor from amongst their number.
- (7) A member of one Technical Committee shall oversee the election of a convenor of another Technical Committee.

#### **8. Executive Committee.-**

- (1) The Chairperson, Vice-chairperson and the Convenors of the various Technical Committees shall constitute the Executive Committee of the National Language Body concerned.
- (2) The Executive Committee of the National Language Body shall meet twice a year or when necessary to:
  - (a) execute any urgent task on behalf of the National Language Body; and
  - (b) prepare and finalise the quarterly and annual reports of the National Language Body.

#### **9. Interface between the Board and the National Language Bodies:**

- (1) **The Board may invite the Chairperson of the NLB through one of its committees to engage the Board on any language matter.**



- (2) **The Chairperson of the NLB may delegate the deputy Chairperson or any other member of the NLB to attend to the invitation on behalf of the NLB.**

#### **10. Filling of vacancies.-**

- (1) Any vacancy on a National Language Body shall be filled with nominations previously received in respect of that term, and the appointee shall hold office for the remaining portion of the period for which the member who has vacated the office was appointed, with due regard to the field of expertise required.
- (2) If an insufficient number of nominations were received to fill the vacant seat, the seat shall be filled in the manner in which the member who has vacated the office was required to be appointed, and any member so appointed shall hold office for the remaining portion of the period for which the member who has vacated the office was appointed.
- (3) A vacancy must be filled within sixty (60) days of the date that the vacancy arises.

#### **11. Termination of membership.-**

- (1) The Board shall, by notice in the *Government Gazette*, terminate the membership of any member of a National Language Body as soon as it becomes aware that the member concerned-
- (a) is or has been convicted, whether in the Republic or elsewhere, of theft, fraud, forgery, uttering a forged statement, perjury, corruption or any other offence involving dishonesty;
  - (b) is or becomes a political office bearer;
  - (c) is or becomes a member of the Board, any of its Provincial Language Committees and/or National Lexicography Units, unless such membership arises as a result of secondment and provided that it does not result in direct membership of more than two structures;
  - (d) is or becomes a member of the administrative staff of the Board;
  - (e) is or becomes an unrehabilitated insolvent or commits an act of insolvency;
  - (f) is or has been removed from an office of trust on the grounds of misconduct involving dishonesty;
  - (g) is or has been declared by a competent court to be incapable of managing his or her own affairs;
  - (h) fails or has failed in material respects to execute his or her duties as set out in these Rules;

- (i) is guilty of conduct that brings the Board or the National Language Body concerned into disrepute;
  - (j) failed to attend three (3) consecutive meetings and/or activities of a National Language Body, or any of its Technical Committees, without reasonable cause, and without prior written notification to the Chairperson or Convenor of a Technical Committee, as noted in the minutes of those meetings; or
  - (k) has been or becomes unable to perform his or her functions of office effectively due to ill-health for a period exceeding six (6) months.
- (2) The Board may not terminate membership of any member unless that member has had a reasonable opportunity to make a submission to the Board in respect of any one or more of the allegations contained in Rule 10 (1) and/or 10(3)(a).
- (3) The Board may terminate the membership of any person-
- (a) if the Board is satisfied that such a person no longer complies with any of the requirements for membership as set out in Rule 2; or
  - (b) if such a person has requested the Board in writing to terminate his or her membership.

## **12. Powers and functions of National Language Bodies.-**

- (1) In order to assist the Board in development, use and respect of languages spoken in the Republic, publishing reports, findings, points of view, advice or recommendations on any matter concerning or affecting a particular language, the Board may seek the advice of a National Language Body concerning;
- (a) language standards, dictionaries, terminology and literature, where applicable; and
  - (b) language promotion, development and maintenance.
- (2) A National Language Body shall supply the Board with written advice on matters contemplated in Rule 11(1) within six (6) weeks of receipt of a request for such advice and approval of a meeting by the Chief Executive Officer.
- (3) A National Language Body shall on its own initiative advise the Board in the form of written recommendations aimed at empowering, promoting and developing languages.
- (4) A National Language Body shall actively monitor, investigate and report to the Board on all matters pertaining to the language concerned including the

standardisation, orthography, the production of signs and spelling rules of that language.

(5) A National Language Body shall have the power, subject to the prior approval of the Board:

- (a) to review and advise on learning support materials for use in the General Education and Training (GET) as well as the Further Education and Training (FET) bands in schools in consultation with the Department of Education;
- (b) to appoint Technical Committees and Task Teams to assist it in carrying out its functions and to achieve its strategic objectives;
- (c) to liaise and partner with any other person(s) or organisations to further the aims of the National Language Body or the Board;
- (d) to review any product published in the language that the National Language Body represents ; and
- (e) to initiate projects aimed at language development.

### **13. Powers and functions of Technical Committees.-**

(1) Every National Language Body shall have various Technical Committees to fulfil functions in the following areas-

- (a) standardisation;
- (b) lexicography;
- (c) terminology;
- (d) literature;
- (e) language in education; and
- (f) any other area considered necessary by the National Language Body concerned.

(2) Each Technical Committee shall be constituted from among the membership of the National Language Body concerned and shall appoint one member to be the convenor.

(3) Each Technical Committee may co-opt members from outside the membership of the National Language Body concerned, provided that such co-option shall be subject to the approval of, and terms stipulated by, the Board.

(4) The establishment of Technical Committees shall be subject to Board approval.

(5) The Technical Committee for Standardisation, where established, shall advise the National Language Body on-

- (a) standardisation of spelling and orthography;
- (b) generation of standards in all the functions of the language; and

- (c) popularisation of the standards generated.
- (6) The Terminology Committee, where established, shall advise the National Language Body on-
- (a) the development and authentication of new terminology;
  - (b) stabilisation of new terminology;
  - (c) popularisation of new terminology; and
  - (d) management of terminology in conjunction with the National Department of Arts and Culture;
- (7) The Literature Committee, where established, shall advise the National Language Body on-
- (a) strategies to develop and promote literature;
  - (b) the acceleration of the publication of literature; and
  - (c) the evaluation and screening of literature in conjunction with the National and Provincial Departments of Education.
- (8) The Lexicography Committee, where established, shall advise the National Language Body on a variety of dictionary products in consultation with existing National Lexicography Units.
- (9) The Language in Education Committee, where established, shall advise the National Language Body on-
- (a) the recommendation of appropriate learning support material;
  - (b) the review and approval of learning support material in conjunction with the National and Provincial Departments of Education;
  - (c) the promotion and encouragement of the use of mother-tongue in schools; and
  - (d) the development and monitoring of the language in education policy.
- (10) In those communities where a body of proven ability and record already exists and performs any of the functions contemplated in Rule 12 (1) to the satisfaction of the Board and the National Language Body concerned, the Board shall recognise that body as the body responsible for that specific function by notice in the Government Gazette.

#### **14. Meetings and meeting procedures.-**

- a. A National Language Body shall meet not less than four times a year, on a quarterly basis, and shall spend an average of three days per meeting: provided

that the Chief Executive Officer's approval shall be obtained before any meeting is held.

- b. The Chairperson shall call meetings and shall, in consultation with the members of the National Language Body, determine the time and place for every meeting except for the first meeting after the establishment of the National Language Body, which shall be at the time and place determined by the Chief Executive Officer.
- c. A National Language Body shall hold a special meeting if the Chief Executive Officer has approved of such a meeting.
- d. The Chairperson of a National Language Body shall, upon a request signed by no less than a third of the members of the National Language Body, call, in consultation with the Chief Executive Officer, a special meeting to be held within thirty (30) days after the date of receipt of such request.
- e. The Board may designate one of its members, or one of its staff members, to attend and participate in a meeting of a National Language Body, but such an attendant will not have the right to vote.
- f. A quorum for a meeting of a National Language Body shall be a simple majority of its members.
- g. Any decision of a National Language Body shall be taken by resolution of the majority of its members present at a quorate meeting and, in the event of an equality of votes on any matter, the person presiding at the meeting in question shall have a casting vote in addition to his or her deliberative vote as a member.
- h. A National Language Body shall determine the procedure in respect of its meetings.
- i. Each meeting of a National Language Body shall be preceded by meetings of the various Technical Committees called by the respective convenors.

#### **15. Administrative and other services.-**

- (1) The Board shall designate a senior manager to render administrative support to the meetings of the National Language Body, which support includes, but is not limited to:
  - (i) inviting members to an approved meeting;
  - (ii) keeping minutes of every meeting that takes place;
  - (iii) keeping copies of reports and records of expenditure; and
  - (iv) making available to members of the National Language Body and the Board minutes, reports and records.

- (2) Every Technical Committee shall appoint a scribe amongst themselves to assist the Committee with its administrative functions.

#### **16. Reports.-**

- (1) The Chairperson of the National Language Body is responsible for submitting reports on behalf of a National Language Body to the Board whenever required to do so, and shall do so within the timeframe agreed upon between the National Language Body and the Chief Executive Officer.
- (2) The advice given by a National Language Body shall meet the requirements set by the Board from time to time.

#### **17. Communication and records.-**

- (1) A National Language Body shall supply the Board with-
- i. the minutes and reports of its meetings within such timeframe as will be agreed upon between that National Language Body and the Chief Executive Officer; and
  - ii. such records and reports of its activities as the Board may require.
- (2) The Board shall maintain separate records of the recommendations and advice that it received from the respective National Language Bodies.
- (3) The Board shall publish the rules on language development prepared by any Technical Committee and endorsed by the relevant National Language Body.

#### **18. Conflict of interest.-**

- (1) If any member, or a next-of-kin, life partner or business associate of any member, has any direct or indirect financial or other interest in any project for which the Board has provided funds, that member shall, immediately after that interest has come to his or her attention, disclose that interest, and the extent of that interest, in a written statement addressed to the Chairperson concerned, who shall-
- (a) table that statement in the next consecutive meeting; and
  - (b) communicate such disclosure to the Board.
- (2) Any member of any National Language Body who has reason to believe that a decision taken by a National Language Body may lead to the personal or financial advancement of another member of that National Language Body, or any other National Language Body shall disclose the alleged conflict of interest and the reasons in support of the allegation in a written statement addressed to the Chairperson, who shall-

- (a) table that statement in the next consecutive meeting; and
  - (b) communicate such disclosure to the Board.
- (3) Any member of the public who has reason to believe that any member of a National Language Body is conflicted in exercising his or her duties or functions may disclose the alleged conflict of interest and the reasons in support of the allegation in a written and anonymous statement addressed to the Chief Executive Officer.
- (4) The Board may decide on steps that shall be taken in a case that has come under its attention in accordance with this Rule.

#### **19. Remuneration and allowances.-**

- (1) A member of a National Language Body is entitled to a reasonable sitting allowance as determined by the Board from time to time for each meeting where that member's attendance is compulsory and where the business of the National Language Body or the Board was carried out.
- (2) In addition to the sitting allowance referred to in Rule 18 (1) above, a member of a National Language Body is entitled to claim travel, accommodation and incidental expenses incurred in the course of executing his or her duties as a member of the National Language Body, subject to the applicable PanSALB policy on remuneration and allowances.
- (3) Expenses of a personal nature will be for the account of the individual member of the National Language Body concerned and in case of uncertainty, the decision of the Chief Executive Officer shall be final.

#### **20. Funds and fundraising.-**

- (1) The Board shall bear the reasonable costs incurred by:
  - (a) a National Language Body or Technical Committee for arranging and holding a meeting, booking a venue, and arranging catering; and
  - (b) members for travel, accommodation and subsistence, provided that the Chief Executive Officer has approved these expenses prior to their being incurred.
- (2) No reimbursement for approved expenses shall be arranged before the Board has received claim forms, minutes and reports of a meeting within the timeframes agreed upon in terms of Rule [13] 15 (1)
- (3) (a) Subject to the approval of the Chief Executive Officer, a National Language Body shall be entitled to engage in fundraising activities for the purpose of funding the activities of the National Language Body.



- (b) The National Language Body may establish a sub-committee that shall be responsible for initiating and arranging the fundraising activities in accordance with (3)(a) above.
- (4) In the event that a National Language Body manages to raise funds as contemplated in sub-rule (3), such funds shall be utilised in accordance with the conditions, if any, imposed by the donor or contributor concerned, and a report shall be submitted to the Board. Where it is not apparent for what purpose a gift, donation or sponsorship should be applied, the Board in consultation with the National Language Body may decide how it must be utilised.
- (5) The National Language Body shall **request PanSALB to create a dedicated cost centre within its financial systems in which the donated funds shall be deposited.**
- (6) All cash gifts, donations or sponsorships to the National Language Body must be paid into a bank account determined in consultation with the Board.

## **21. Co-operation and relationship with other structures.-**

- (1) A National Language Body shall endeavour to promote close co-operation between itself and any organ of state, person, body of persons or institution involved in the development and promotion of language.
- (2) Subject to the approval of the Board, a National Language Body may consult and work closely with any person or body of persons who has special knowledge of and experience in the language problems of South Africa, or who is in any way involved in the development and promotion of language.
- (3) Subject to the approval of the Board, a National Language Body shall ensure that it establishes and maintains working relations with, amongst others-
- (i) the Provincial Geographical Names Committee;
  - (ii) the National Geographical Names Council;
  - (iii) the Provincial and National Departments of Education;
  - (iv) the Provincial and National Departments of Arts and Culture;
  - (v) the Department of Justice and Constitutional Development;
  - (vi) the local government;
  - (vii) the electronic and print media; and
  - (vi) the National and Provincial Houses of Traditional Leaders.

## **22. Recognition and withdrawal of recognition.-**

- (1) If a National Language Body fails in material respects to perform its functions as set out in these rules, the Board may withdraw its recognition of that National Language Body.
- (2) The Board shall not withdraw recognition of a National Language Body unless-
  - (a) the Board has notified each member of the National Language Body concerned of the nature of the alleged material failure;
  - (b) the Chief Executive Officer has tabled a copy of the notification at the next Board meeting; and
  - (c) the Chief Executive Officer has afforded the National Language Body a reasonable opportunity to make submissions to the Board in respect of that notification.
- (3) Upon the dissolution of a National Language Body, the Board shall withdraw recognition thereof through publication of a notice to that effect in the *Government Gazette*.
- (4) Should there be a body of proven ability and record already existing and performing any of the functions contemplated in Rules 11 and 12 to the satisfaction of the Board, the Board may recognise that body as the National Language Body for the language concerned.

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Public comments should be made 14 days after the publication of this document.

to

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