



DPF

DEBSWANA • PENSION • FUND

Your Fund, Your Security, Your Future



MEMBER TRUSTEES ELECTIONS GUIDELINES

MEMBER TRUSTEES ELECTIONS GUIDELINES

I . Introduction

This document contains guidelines on how Debswana Pension Fund will conduct elections for Member Trustees and their Alternates. The Regulator has vested the mandate to decide on the method of voting of Trustees on the Board of Trustees. The Fund will conduct credible elections that demand adherence to the following principles;

- transparency which requires that the steps of an electoral process be well advertised to all the Members;
- elections shall be held in *compliance with national laws* that usually create immutable timeframes;
- freedom of speech and association of members
- the Election Officers responsible for the administration and security of the elections shall fulfill their mandates *impartially*, and may be constrained by the need to avoid perceptions that they are favouring a particular candidate;
- Inclusiveness which requires that an election be highly organized, with massive logistical requirements including mobilization of personnel to assist during elections

Member Trustees and their Alternates

Rule I I.5.1 stipulates that "*The Active Members have the right to elect four Member Trustees by way of an election to be held within each five year cycle coinciding with the Revision Date. A Member Trustee whose term of office comes to an end according to this Rule may be re-elected, but no Member Trustee may serve more than 2 (two) successive terms of office".*

Rule I I .5.2 stipulates that "*Each Active Member may vote at such an election for 4 (four) Member Trustees, which election may take place in such manner as the Trustees decide but must include voting via (at the discretion of the Trustees) either the internet or by postal vote (which postal vote may at the discretion of the Trustees be either a vote posted or sent by fax). Subject to Rule I I .5.4 and the other provisions of these Rules, the four nominees receiving the highest number of votes become the Member Trustees, and the four nominees receiving the next highest number of votes become the Alternates Trustees to the Member Trustees. Subject to the above the provisions in respect of the nomination of, and the election of, any candidate, and the necessary procedures in respect of such an election are determined by the Trustees. Any candidate in an election who fails to abide by these provisions is, unless the Trustees decide otherwise, disqualified from being appointed as a Member Trustee."*"

Currently the Fund has 4 constituencies, which are Gaborone Campus, Orapa Letlhakane and Damtshaa, Jwaneng and Morupule Constituency.

a. Qualification to be a Member Trustee

All members are eligible to be Trustees subject to Rule I I .2 which stipulates that a person is disqualified from being

nominated or elected a Trustee or Alternate Trustee if that person:

- a. was previously a Trustee and was found by the Trustees to have been in breach of the Fund's Code of Conduct, or has been previously removed as a Trustee of another retirement fund, unless the Trustees agree to the contrary; or
 - b. is under 18 (eighteen) years of age; or
 - c. is mentally or physically incapable of discharging his or her duties in terms of these Rules and/or the Act; or
 - d. has had his or her estate sequestered or surrendered or assigned in favour of creditors and who has not been rehabilitated by a court; or
 - e. has been convicted by a court of theft, fraud, forgery or any offence involving dishonesty; or
 - f. has been discharged by a court from any office of trust on account of misconduct; or
 - g. has been convicted by a court on any charge and sentenced to a prison term without the option of a fine; or
 - h. does not have, as minimum educational qualification, a Botswana O' level pass or equivalent.
- i. if the Regulator is of the opinion that the person does not meet the fit and proper requirements of a Trustee
 - j. is not an Active member of Debswana Pension Fund

b. Trustee Term of Office

The Trustees serve a five (5) year term. A Member Trustee whose term of office comes to an end accordingly may be re-elected, but no Member Trustee may serve more than 2 (two) successive terms of office.

2. ELECTION PROCESS

a. Election Officers

The Election Officers/Officials shall constitute Debswana Pension Fund Employees and if need arises temporary officers will be hired to assist during elections. Election officers will have some form of identification to be clearly identified by the voters.

The Legal and Compliance Manager shall be accountable for the overall election process.

b. Method of Voting

The method of voting adopted by Debswana Pension Fund is through a secret ballot and one member is allowed only one Vote

MEMBER TRUSTEES ELECTIONS GUIDELINES

c. Election Notice

The election notice shall be made by email 5 weeks prior to holding the elections. The notice shall be circulated to every member in the Constituency and the notifications are made as follows:

Week	Activity (s)	Attachment
Beginning Week 1	Election Notice and Request for Nominations	Election Guidelines - Trustee Duties - Nomination Form
End Week 1	Reminder to Submit Nominations	Election Guidelines - Trustee Duties - Nomination Form
End Week 2	Nominations Closing Date and request for Nominees Profile and Photos. Nominations shall be sent via email to the Fund only, on the email address included on the election notice.	
Week 3	Pre Induction of Nominees on Trustee Fiduciary responsibilities and Calendar before they are profiled and announced	Induction Presentations and Annual Calendar of Meetings including Training
Beginning Week 3	Profiling of Nominees by the Fund	
End Week 3	Circulation of Nominees' Profiles, beginning of Election Campaign Process and Post	I. Nominees Profiles 2. Elections Reminder Notice
Week 4	Request to HR to solicit the latest membership list in preparation of Voters Roll Nominees shall be consulted in determining the most suitable area to place Polling Stations. The final decision on polling station is vested on the Fund.	
Beginning Week 5	Announcement of Polling Stations and other requirements on the election day such as Identity documents and Security Cards	I. Elections Reminders 2. Nominees Profiles
End Week 5	Elections Day	I. Election Reminder Circulated 2. Announcement of Venue where Ballot counting will be conducted

d. Voters Roll & Ballot Papers

Members will not be required to register for elections however; the Fund uses the latest spread sheet provided by Human Resource Department to design the Voters Roll. The Voters Roll contains only active members in that Constituency. The Ballot Papers designed will have a list of all the Nominees and will provide a space where members voting will be tick/ cross the candidate of their choice. The Voters roll will contain both the security number and national identity number. Members will be expected one of these forms of identity in order to vote.

The Election officers will ensure that ballot and Voting materials are safe guarded before, during and after voting. Under no circumstances should the Election Officer or other person be allowed to see, handle or control a voter's marked ballot. Secrecy of the vote remains a standard for a democratic election. At the end Ballot papers will be reconciled against the Voters Roll and any discrepancy will

be disclosed to the candidates.

e. Eligible Members

Only employees employed on pensionable basis by the Participating Employers are eligible to stand for elections as candidates and also to vote in their constituency. A member shall not vote or stand in the constituency they are not in.

f. Polling Stations and Hours

The number of polling stations will be determined by the Election Officers. The polling hours will be from 0600hrs to 1800hrs. The polling station shall be manned by election officers 15 minutes before the election time.

MEMBER TRUSTEES ELECTIONS GUIDELINES

g. Observers

The candidates are allowed to bring observers when the elections start to witness that the Ballot box is empty and also during the counting of ballot papers after the polling stations have closed.

h. Election Campaign

Candidates are allowed to engage in campaigns immediately the Elections announcement is made. However public campaigns will not be allowed on the day of elections more especially close (radius of less than 100 meters) to polling stations. It is the responsibility of the Candidates to guide against such behaviour. Failure to comply may lead to the candidate been reported to the Fund Management and candidate been disqualified.

i. Opening of Ballot Boxes and Counting of Ballots

The Ballot Boxes shall be opened immediately after the polling stations have been closed at a venue most convenient. The Candidates will be required to bring their campaign managers or any person of their choice to witness the transportation and opening of ballot boxes and counting of the ballot papers.

Any person who is of the view that the election process followed was not free and fair and is not in a position to accept the results for what ever reason must inform the election Officers before the ballot boxes are opened. This is to allow the issue to be resolved independently and not

influenced by the known results. This position will be made known to all the candidates.

j. Announcement of Elections Results

Counting will only resume if candidates agree that the election process was free and fair. Immediately the counting process is concluded the winner will be announced by the Election Officers' supervisor.

Any person who is of the view that the counting process was flaws will be given the opportunity for re-counting in the presence of all the candidates or their witnesses before the Results Form is completed. The results will be documented in the Election Results Form and candidates will be expected to sign against their names to confirm the results and the winner and his alternate will be declared.

3. Appeal Circumstances

Generally there will be two types of appeal processes. They will be appeals/ issues launched prior to counting that will be resolved by the Election Supervisor immediately. Those that will be launched after results have been counted and announced will be directed to Fund Management and or Trustees. The Fund Management will have the matter resolved within a reasonable time depending on the nature of the appeal. Where a candidate/ member intends to launch an appeal and have notified the Election Officers, such written appeal should reach the Fund within 24 hours.

MEMBER TRUSTEES ELECTIONS GUIDELINES

4. Possible Circumstances and Applied Remedies

Circumstances	Possible Remedy
1 One Nominee is received by the Fund	The Nomination submission date will be extended by 2 weeks to allow for more nominations. If still only one nomination is received the nominee will automatically be appointed a Trustee. Depending on whether a vacancy still exists, a similar announcement will be made to fill up the remaining vacancy.
Two or more Nominees are received by the Fund	Elections will be conducted as per the plan
2 Error during counting	Recounting will be done
3 Un-reconciling Voters Roll and Ballot Papers	An explanation will be made in writing and if not sufficient to candidates then the matter will be referred to Fund Management/ Trustees
4 Delay in opening Polling Stations	The anticipated delay shall be made known to members and the polling station time will be increased by the delayed time or be reopened again later to cater for the missed shift
5 Unavailability of one of the candidates during opening and counting of ballot	A representation will be allowed and consent from the Candidate should be made available at-least two hours before the elections close.
6 Suspected conflict of Interest of Election Officers	The conflict should be declared at least 7 working days before the elections are conducted so that appropriate actions are taken.
7 When there is a tie for position one	Where there is a tie for position one, the Board will allow candidates to discuss and agree on who becomes the Principal and Alternate Trustee and if there is no consensus the Board will call for fresh elections
Where there is a tie for position two	Where there is tie for position two the Board will assess its skills set and for the best interest of the Fund nominate the Trustee whose skill is most required and if they possess the same skills call for fresh elections
9 Missing Ballot Boxes and or Voters Roll	The Fund will call for fresh election and take appropriate corrective measures

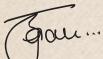
MEMBER TRUSTEES ELECTIONS GUIDELINES

5. Punishable Election Offences

The following shall form part of punishable election offences which may lead to disqualification of member from voting and from holding Trustee office;

- a. Voting when not entitled to
- b. Withdrawing endorsement of a candidate
- c. Obtaining ballot by using another person's name
- d. Contravening the secrecy of a ballot
- e. Removing or replacing a ballot
- f. Removing or destroying a ballot box
- g. Campaigning within 100 meters of a voting place
- h. Using list of voters for unauthorised purposes
- i. Impeding or obstructing an election official
- j. Having an election official attempting to affect the result or validity of an election

Singed on behalf of the Fund

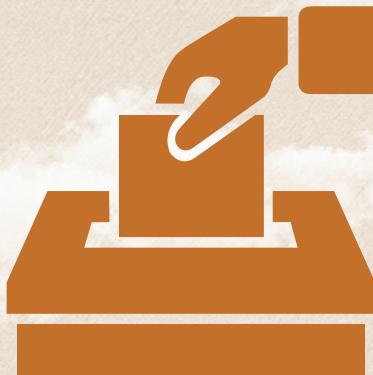


Gosego January (Mrs)
CHIEF EXECUTIVE OFFICER
(Signed 14/09/2015)

Singed on behalf of Board of Trustees



BOARD CHAIRMAN
(Signed 14/09/2015)



Debswana Pension Fund Contact Details**Gaborone Office**

Private Bag 00512, Gaborone Botswana
Plot 50361, Block D, Carlton House
Fairgrounds, Gaborone Botswana
Tel: +267 361 4267, Fax: +267 3936239

Jwaneng Office

Township Housing Office Block,
Office No.9
Tel: +267 588 4849

Orapa Office

HR Block,
Office No.11
Tel: +267 290 2323