



COLLEGE OF MAGIC

NOMINATION AND ELECTION OF MANAGEMENT BOARD MEMBERS

1. The nomination and election process of Management Board Members is documented in the Constitution of the College of Magic, which is available for inspection at 215 Imam Haron Road, Claremont, or at www.collegeofmagic.com.
2. The number of Management Board Members (between a minimum of 5 and a maximum of 12) is decided by the Management Board, but its decision needs to be ratified by the Annual General Meeting (“AGM”).
3. The Management Board has decided that the number of Management Board Members should be up to 8 (eight) Members, which includes the executive director (full time employee) of the College of Magic who is automatically a Member of the Management Board.
4. College of Magic Members are invited to nominate Members to be elected to the Management Board. Members who are under the age of 18 (eighteen) may attend the AGM, however, they may not nominate or vote for Members for the Management Board nor can they be a nominee or an elected Member of the Management Board.
5. Nominations should be emailed to the College of Magic at email address members@collegeofmagic.com on or before **17h00 on the 10th October 2020**.
6. The nomination must include (a) a letter of motivation from the nominator, (b) A CV of the nominee that **does not** exceed one page and (c) the nomination form signed by the nominator proposing the nominee, and signed by the nominee confirming that he/she has accepted the nomination. A copy of the nomination form which is to be signed by the nominator and the nominee is annexed hereto.
7. After the closing date for nominations, the current Management Board will screen the nominations to see that specific criteria regarding the board composition are met.
8. Names of nominated Members that meet the criteria for being a Member of the Management Board will, one week prior to the AGM, be circulated to the Members of the College of Magic. The criteria are detailed in clause 14 below.

9. The names of eligible nominees will be tabled at the AGM and an election will be held by secret ballot.

10. If you are unable to attend the meeting then you may vote by proxy. When the names of the eligible nominees are emailed to all members one week prior the AGM, a proxy form will be emailed as well.

10.1 If you wish to appoint a proxy you must, in the proxy form, nominate a person who is a Member of the College of Magic, and who will be physically attending the AGM.

10.2 No person attending the AGM may carry more than one proxy form. This means that, if you want to appoint a proxy, you must choose a Member who will be attending the AGM, and who has not already been chosen as a proxy by some other Member.

10.3 You must complete and sign the proxy form.

10.4 The signed proxy form must reach the College of Magic at the email address members@collegeofmagic.com by **17h00 on Thursday 22nd October 2020.**

10.5 The signed proxy form must be accompanied by the following documents :

10.5.1 A certified copy of your own identity document.

10.5.2 A certified copy of the identity document of the Member who will act as your proxy.

10.5.3 A completed voting paper for the election of Management Board Members, signed by you.

10.5.4 **It is very important that** the proxy form, and all the other documents referred to above, must be emailed to the College of Magic from the email address which you have furnished to the College of Magic.

11. Members must obtain a minimum 75% of the vote to be elected to the Management Board, subject to clause 13 below. If more than 7 Members each obtain a positive vote which exceeds 75%, then the 7 Members with the highest % will be elected, subject to clause 13 below. If less than 7 Members obtain a 75% positive vote, a second election will take place only between those Members nominated who did not obtain a 75% positive vote.

12. The nominees who are elected to the Management Board will serve until the 2022 AGM of the College of Magic.

13. The Constitution requires that one elected Management Board Member must have the requisite degree of skill to discharge the office of Treasurer, another must have practising legal knowledge and another must have secretarial skills.

14. The College of Magic is a medium sized NPO and members of the Management Board should have the requisite skills to act in this capacity. The College of Magic is seeking Management Board Member nominees with experience across inter alia, NGO/NPO and business management, performing arts, education, finance, legal, human resources, marketing, fund raising and technology experience and expertise. The College of Magic is also looking for a Management Board that is ideally representative in terms of gender and race.

15. Current Management Board Members must step down at the AGM but are eligible for re-election if duly nominated and elected.
