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Namakwa Civic Movement Consolidated Founding Document: 2023/#9688063v1



Namakwa Civic Movement

Consolidated Founding Document: 2023

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Part A: Constitution

1. NAME

- 1.1 Namakwa Civic Movement a community-based organization that is registered as a political party to participate in elections supported by an investment arm striving for the holistic well-being of ALL people with origins in the geographic boundaries of the Namakwa District Municipality.

2. GOALS

- 2.1 To represent the interest all of the residents of the Namakwa District area at various governance levels and relevant platforms
- 2.2 To implement processes for service delivery for sustainable livelihoods
- 2.3 Promotion of holistic youth development in the area
- 2.4 Promotion of inclusive economic growth for the people of the Namakwa District
- 2.5 Promotion of ethical leadership and clean governance
- 2.6 Promotion of the "People First" principle
- 2.7 To achieve organisational financial independence
- 2.8 To advocate, lobby and create awareness on matters of public concern
- 2.9 To advance the principal of "For us, By us" within the communities where it governs

3. VISION

A magical, happy, healthy and holistically well-balanced society where everyone with proven origins in the geographic area of the Namakwa District Municipality has access to equitable opportunities and equally benefits from the wealth of this area.

4. MISSION

4.1 Socio-economic transformation by strategically mobilizing communities accordingly.

4.2 To lobby and advocate for identified relevant focus areas

4.3 Operation of vibrant governance structures to ensure effective organizational output and accountability.

4.4 Promotion and beneficiation of the natural resources of the area

4.5 Funding and execution of projects via the investment arm

5. VALUES

- i. Transparency
- ii. Consistency
- iii. Integrity
- iv. Honesty
- v. Trustworthy
- vi. Respect
- vii. Goal-driven
- viii. Pride
- ix. Passion
- x. Dedication

6. LEGAL ENTITY

6.1 The NCM is a legal entity that can litigate in her own name and can be litigated against. The NCM can continue to exist without changes within her member- and leadership.

6.2 Members are not responsible for the losses of NCM.

6.3 Legal and trade authority resides within the Executive.

6.4 The Executive manages the assets of NCM on behalf of the organisation for the best interest of its members and residents to whom they owe a fiduciary responsibility.

6.5 Assets, inclusive of funds remain the property of the organisation NCM and must always be kept separate from other assets and interests.

7. MEMBERSHIP

7.1 Membership is open to each and every one that subscribes to the vision, mission, values and goals, Code of Conduct and disciplinary processes of the NCM.

7.2 Membership fees are voluntary with a minimum amount of ten rand (R10), annually renewable.

7.3 Membership may also be acquired for a period of between 1 to 4 years, not exceeding 4 years.

7.4 The fees payable shall be R10 multiplied by the number of membership years acquired and is thus also renewable accordingly.

8. GOVERNANCE STRUCTURES

8.1. Executive Management Committee

- 8.1.1. The initial Executive Management Committee will serve for five years, starting from 1 March 2021, and can add non-voting members during that time.
- 8.1.2. The committee will consist of 15 members from six municipalities in Namakwa District.
- 8.1.3. The committee includes positions like Chairperson, Deputy Chairperson, Secretary, Deputy Secretary, and Treasurer.
- 8.1.4. Other members will manage specific operational areas.
- 8.1.5. Vacancies occur due to resignations, deaths, serious illness, suspensions, or other incapacity.

8.2. Municipal Management Committee

- 8.2.1. Each of the six municipalities in Namakwa District will have a Municipal Management Committee.
- 8.2.2. Where a chairperson or secretary of a branch is unwilling to assume their municipal management committee position and duties, they may in writing with finality appoint a second from the branch leadership to the position where the branch has voted for this second with 50 % +1 majority.
- 8.2.3. These committees will be led by two leaders, the Chairperson, and Secretary, from each branch within the municipality.
- 8.2.4. Positions available include Chairperson, Secretary, Treasurer, Municipal Convenor, and additional leaders as needed.
- 8.2.5. Delegates to the district Executive Management Committee will be chosen based on their roles within the municipal committee.

- 8.2.6. If municipal delegates hold the top five positions in the district committee, additional leaders will be elected to replace them at the municipal level.

8.3. Branch/Ward Management Committee

- 8.3.1. Branch management committees will be elected at Elective Branch General Meetings.
- 8.3.2. To establish a branch, a minimum of 50 members is needed, with a quorum of 50%+1 for elections.
- 8.3.3. Positions available include Chairperson, Secretary, Treasurer, Ward/Branch Convenor, and three additional members.
- 8.3.4. Each ward within a municipal area will have two branch leaders on the Municipal Management Committee.
- 8.3.5. Ward convenors/coordinators must hold regular meetings within their wards.

In summary, this governance structure outlines committees at different levels, from the executive level to municipal and branch levels, with specific roles and responsibilities for each position. Meetings and elections are conducted regularly to ensure proper leadership and representation within the organization.

9. FINANCES

- 9.1. The Finances of the organisation will be managed within an approved and legislatively compliant framework with the final authority resting in the Executive Management Committee.
- 9.2. The financial year end of the organisation will be on 31 March of each year.
- 9.3. Annual Financial Statements must be compiled no later than 30 June. (Refer to the Financial Management manual for more detail)

- 9.4. Each municipal area must have its own bank account and managed by the respective municipal management committee.
- 9.5. All the municipal bank statements must be available to the Executive Management Committee upon request for scrutiny and compilation of the AFS.

10. AMENDMENTS TO THE CONSTITUTION

- 10.1. The NCM Constitution can be amended at an Annual General meeting or a meeting specifically called for such purpose.
- 10.2. The notice for a meeting convened for the purpose of amending the Constitution must be signed by at least 8 (eight) members of the Executive Management Committee and should be circulated accordingly.
- 10.3. The member/s tabling the proposed amendment must be present at the specific meeting.
- 10.4. The Constitution can only be amended once the amendment has been accepted by 2/3 (two-thirds) of the recognised members present in the meeting.

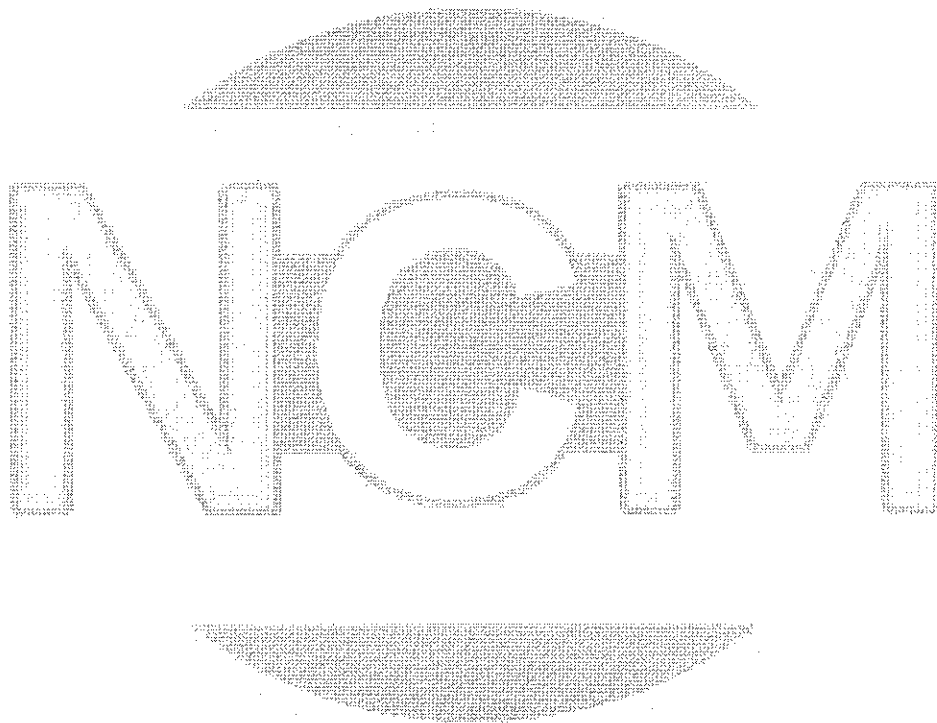
11. NOTICES

- 11.1. Notices can be sent by any recognised method of mail, registered mail, courier service, email, SMS, social media platform, mobile number and address as provided by the member.

12. DISSOLUTION

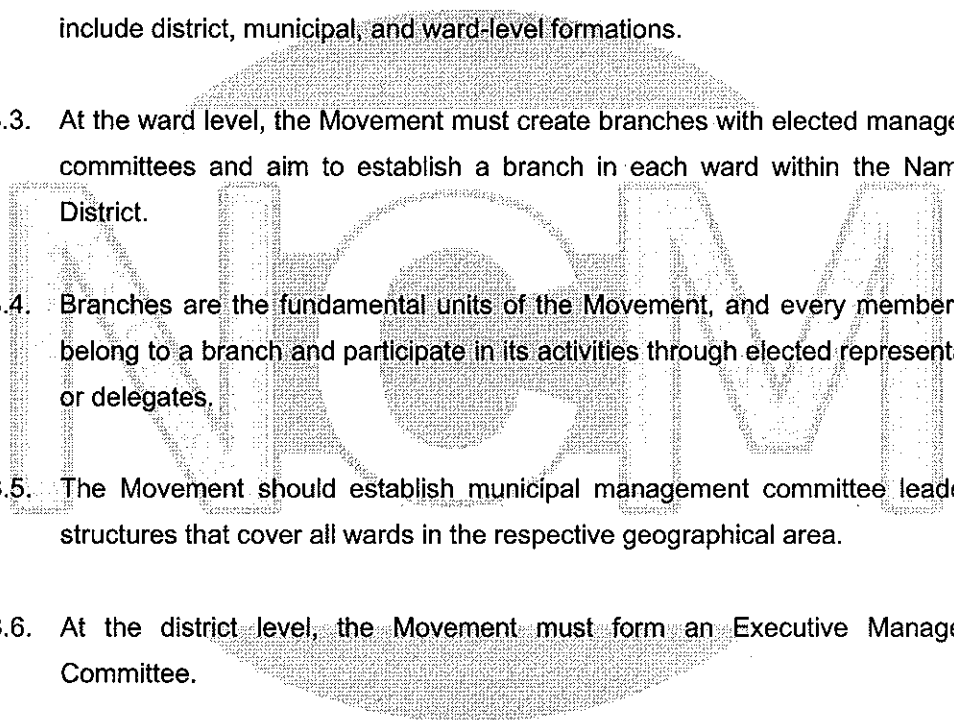
- 12.1. The NCM can dissolve by a decision taken at an AGM duly convened for this purpose.

- 12.2. Dissolution will have effect through a voting majority within the district executive management committee of 2/3.
- 12.3. Upon the dissolution of NCM the assets and proceeds will be donated to a similar organisation.



Part B: Branch, Municipal, & District Structure Policy

13. GENERAL STRUCTURE OF THE NCM

- 
- 13.1. The NCM is made up of members who organize themselves democratically within the Movement's organizational structures.
 - 13.2. These structures are defined in the NCM Constitution and this policy document and include district, municipal, and ward-level formations.
 - 13.3. At the ward level, the Movement must create branches with elected management committees and aim to establish a branch in each ward within the Namakwa District.
 - 13.4. Branches are the fundamental units of the Movement, and every member must belong to a branch and participate in its activities through elected representatives or delegates.
 - 13.5. The Movement should establish municipal management committee leadership structures that cover all wards in the respective geographical area.
 - 13.6. At the district level, the Movement must form an Executive Management Committee.
 - 13.7. The District Executive Management Committee is the highest authority where members' democratic will is expressed, and it holds authority over all Movement matters, within the limits of the Constitution and this policy document.
 - 13.8. Each formation in the Movement has specific authority, powers, and functions outlined in the Constitution and this policy document.
 - 13.9. For representation in higher formations, a Movement's formation must adhere to the Constitution, this policy document, and any validly adopted Rules.

14. PUBLIC REPRESENTATIVES SELECTION PROCESS

14.1.1 Councillors are elected to represent local communities on municipal councils. Their role is to ensure accountability to local communities, address community needs through effective and sustainable services, and remain accountable to those they serve.

14.2 Persons ineligible for elections include those disqualified from voting for the National Assembly, unrehabilitated insolvents, and individuals declared legally unfit.

14.3 Criteria for screening and identifying potential councillor candidates:

- 14.3.1. Must be a South African citizen with roots in the Namakwa District Municipality.
- 14.3.2. Must not be involved in illegal activities or have a criminal record.
- 14.3.3. Must not be under investigation for fraud or other criminal activities.
- 14.3.4. Having a history of community service and community respect is beneficial.
- 14.3.5. Must be a member in good standing of the NCM.

14.4. To represent the NCM as a ward/PR candidate:

- 14.4.1. Register on the NCM website's leadership registration page or submit an application to the Municipal Management Committee within your municipality or NCM district executive management committee within your municipal area.
- 14.4.2. Municipal management committee conveners will conduct preliminary vetting.
- 14.4.3. The NCM district management committee will interview and assess candidates' competency, considering the criteria. Final candidate review and registration/removal from the IEC online registration portal are the district executive leadership's responsibility.
- 14.4.4. PR and ward list rankings are determined by competency interviews and tests, independent of votes received in a specific ward or for a specific candidate. The Executive Committee may change a PR list with majority support (50%+1).

15. MEMBERSHIP

- 15.1. Membership is open to Namakwa district citizens aged 16 and older.
- 15.2. Members must register with the IEC as voters when eligible or make an effort to do so.
- 15.3. Members shall:
 - 15.3.1. Abide by the Namakwa Civic Movement's Constitution.
 - 15.3.2. Support the movement's aims, objectives, values, and policies.
 - 15.3.3. Not be a member of any other political party.
 - 15.3.4. Apply for membership.
 - 15.3.5. Have valid membership until resignation, lapse, death, or termination.
 - 15.3.6. Be eligible to run for positions within the party structures
 - 15.3.7. Participate in the election of movement structure positions.

16. MEMBERSHIP APPLICATIONS

- 16.1. Individuals seeking NCM membership should apply following the prescribed method determined by the NCM District Executive.
- 16.2. Membership fee is R10 per year or R40 for a 4-year cycle.
- 16.3. Membership should be renewed every 4 years or annually.

17. NOTIFICATION OF MEMBERSHIP

- 17.1 Accepted applicants may receive notification of acceptance via SMS from the District Executive or a delegated official.
- 17.2 Members are encouraged to keep their personal details updated with NCM on a regular basis.

18. REFUSAL OF MEMBERSHIP

- 18.1. Within 60 days of payment, a Municipal or District Executive Committee may refuse membership to an applicant.
- 18.2. Individuals charged with misconduct by a disciplinary committee cannot be readmitted until the disciplinary process concludes or with District Executive Committee permission.
- 18.3. An applicant whose membership is refused can appeal to the District Appeals Committee (DAC), with DAC's decision being final.

19. BRANCHES (ESTABLISHMENT AND ELECTIONS)

- 19.1. Branches will be set up in each municipal ward in the Namakwa District.
- 19.2. A branch requires at least 50 paid-up members in a ward to be established.
- 19.3. Once a ward has 50 members, a Branch General Meeting (BGM) is convened for electoral purposes.
- 19.4. Members must be on the digital NCM database, and they are part of the branch in their residing ward.
- 19.5. The NCM District Executive or a delegated presiding officer can convene a BGM.
- 19.6. Branches hold a BGM every 4 years or as determined by the NCM District Executive to elect/re-elect the Branch Management Committee.
- 19.7. A quorum at the BGM requires at least 25 plus one paid-up member.
- 19.8. Members/delegates must present IDs/driver's licenses for verification.

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- 19.9. Candidates with unethical conduct, serious crimes, or corruption charges are ineligible for branch executive positions.
- 19.10. The BGM elects a committee including Chairperson, Secretary, Ward Convenor, Treasurer, and 3 Additional members. Additional members may be added as agreed upon by the branch.
- 19.11. Nominees must fill in candidate nomination forms.
- 19.12. Absent nominees are eligible if their nomination form with ID copy is submitted to the presiding officer.
- 19.13. The presiding officer, authorized by the District Chairperson or District Secretary General, verifies member eligibility, and oversees the BGM proceedings.
- 19.14. The presiding officer ensures a fair electoral process, including no self-nominations. If a position has multiple nominees, a majority vote determines the winner.
- 19.15. Branch management committee positions are elected by a simple majority. Block elections can be conducted with or without specified positions. If a block election is conducted without positions, leaders should convene within 7 working days to elect positions amongst themselves.
- 19.16. A period of 60 calendar days from any elective process will be allowed for a leadership "cooling down" period where the elected quorum of leaders may convene around the voluntary replacement of any of the top leadership positions amongst themselves as agreed upon by a simple majority.
- 19.17. After the "cooling down" period of 60 calendar days, for any vacancy arising in any top leadership position at branch level, the structure should endeavour to convene an elective process for the position within 120 calendar days. Individuals from branch leadership may act in a position until such elective process.

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- 19.18. Any vacancy arising at municipal level for any reason must be filled by the respective branch responsible for triggering the vacancy, either through another elective process for the position or by seconding an acting leader to the position in the interim until such time that BGM for the election is organised within 120 calendar days.
- 19.19. Any vacancy arising at district level can also be filled through seconding an acting leader from the respective municipal area responsible for triggering the vacancy. If there is a vacancy for any reason affecting both the district and municipal structure, 19.18 applies.
- 19.20. Where a Branch fails to convene a quorum for an elective BGM for 3 consecutive times for either filling of vacancy or election of new branch leaders, the 4th attendance irrespective of the number of paid-up members presents constitute the BGM.
- 19.21. Notice of meetings must be given 7 days in advance to registered branch members.
- 19.22. Only paid-up members on the date of meeting notification can vote or be nominated for positions.
- 19.23. Branch executives must meet quarterly to coordinate activities and grow support.
- 19.24. Elected branch management leaders register in the NCM database and undergo screening and vetting. Chairperson, secretary, and treasurer manage membership and database.
- 19.25. The Chairperson and Secretary of the branch management committee automatically join the municipal management committee.

20. MUNICIPAL LEADERS

20.1. Each of the six municipal areas in Namakwa District will have a Municipal Management Committee led by the Chairperson and Secretary from each branch within that municipality.

20.2. The following positions will be elected within the Municipal Management Committee:

20.2.1 Chairperson

20.2.2 Secretary

20.2.3 Treasurer

20.2.4 Municipal Convenor

20.2.5 Between 2 to a maximum of 3 Additional Leaders, as nominated and supported by a two-thirds majority of the committee leaders present at the election meeting.

20.3 Municipal delegates to the District Executive Management Committee will be selected in this order:

20.3.1 Chairperson (1)

20.3.2 Secretary (2)

20.3.3 Treasurer (3)

20.3.4 Ward Convenor (4)

In the event that a chairperson or secretary of a branch is absent when municipal management committee top leadership are chosen, they may in writing submit their preferred candidates to the appointed electoral convenors or appoint a second from the relevant branch to vote on their behalf.

20.4 If a municipality's delegates also occupy the top 5 positions in the District Executive Management Committee, Additional leaders at the municipal level and other district leaders from that municipality may fill the vacant municipal positions through another election meeting scheduled for this purpose.

21. DISTRICT EXECUTIVE LEADERS

- 21.1. The District Executive Management Committee, comprising 15 members, will be selected from the municipal management committee leaders every four years or about one year before a local government election.
- 21.2. The District Executive Committee will be organized into operational committees aligned with the NCM's sectoral ideals to effectively implement organizational policies and achieve its goals.
- 21.3. The representation within the District Executive Committee from each municipality in Namakwa District will be as follows:

21.3.1. Nama-Khoi local municipality: 4 delegates

21.3.2. Hantam local municipality: 3 delegates

21.3.3. Khai-Ma local municipality: 2 delegates

21.3.4. Richtersveld local municipality: 2 delegates

21.3.5. Kamiesberg local municipality: 2 delegates

21.3.6. Karoo-Hoogland municipality: 2 delegates

- 21.4. Municipal delegates to the District Executive Management Committee will be selected in this order:

21.4.1. Chairperson (1)

21.4.2. Secretary (2)

21.4.3. Treasurer (3)

21.4.4. Ward Convenor (4)

- 21.5. The following positions will be elected within the Executive Management Committee during a special district executive elective meeting:

21.5.1. Chairperson

21.5.2. Deputy Chairperson

21.5.3. Secretary

21.5.4. Deputy Secretary

21.5.5. Treasurer

- 21.6. The remaining 10 Exco members will form operations committees with relevant portfolios in line with the sectoral ideals of the NCM.
- 21.7. The district executive elective meeting of conference can be structured into both a policy conference and elective meeting.
- 21.8. Invitations for the elective meeting, if combined with a policy conference may be extended to any number of delegates as determined by the district executive management committee.
- 21.9. Positions become vacant in the event of resignation, death, or suspension from the organization.

22. LEADERSHIP ELECTION FOR PROVINCIAL REPRESENTATION

- 22.1. The Chairperson of the Namakwa Civic Movement District Executive Management Committee and one additional executive member will represent the NCM in the Provincial and National formation - The Northern Cape Communities Movement (NCCM) as its MPL, NCOP, MP candidates preferred candidates.
- 22.2. As the constitution of the NCCM speaks of Northern Cape municipal representation as its executive level, Each Chairperson and Secretary or Additional member of a municipality already representing on an NCM district executive level will automatically represent their municipality on the NCCM executive level.
- 22.3. All NCM members must follow the movement's Constitution and Code of Conduct (COC) regarding values and conduct as outlined in Chapter 1 of the COC.
- 22.4. The NCM's behaviour principles are as follows:
 - 22.4.1 Be professional
 - 22.4.2 Be accountable
 - 22.4.3 Be respectful
 - 22.4.4 Be representative

- 22.5 The NCM values include transparency, consistency, integrity, honesty, trustworthiness, respect, goal-driven mindset, humility, passion, dedication.

Part C: Branch, Municipal, District Executive Code of Ethics

23. BRANCH, MUNICIPAL, DISTRICT MISCONDUCT

- 23.1. Misconduct refers to any act or omission, whether intentional or unintentional, contrary to the NCM's Code of Conduct or Constitution.
- 23.2. A member, including a public representative, is guilty of misconduct if:
- 23.2.1. Found guilty of a crime by a court or pleaded guilty to a crime.
 - 23.2.2. Moral character contravenes ethical values and brings NCM into disrepute.
 - 23.2.3. Engages in human rights violations, discrimination, or abuse.
 - 23.2.4. Engages in sexual or physical abuse, abuse of office, or financial self-enrichment.
 - 23.2.5. Misappropriates NCM funds or damages its property.
 - 23.2.6. Provokes and or encourages division or disunity in NCM.
 - 23.2.7. Undermines NCM's structures.
 - 23.2.8. Participates in factional activities that harm NCM's unity.
 - 23.2.9. Is non-active in NCM affairs.
- 23.3. Misconduct that may lead to immediate dismissal, revocation of membership, and a lifetime ban includes:
- 23.3.1. Causing divisions or disunity.
 - 23.3.2. Sexual or physical abuse.
 - 23.3.3. Misappropriation of funds.
 - 23.3.4. Criminal conviction.

23.3.5. Participating in divisive factional activities.

24. DISCIPLINARY PROCESS

24.1. NCM's disciplinary processes aim to regulate members' conduct objectively, fairly, and transparently to maintain public trust and uphold high standards of conduct.

24.2. Disciplinary proceedings are limited to violations of NCM's Constitution, Code of Conduct, and policies.

24.3. How to raise a complaint:

24.3.1. Report issues in writing to relevant NCM leaders as soon as possible after they arise.

24.3.2. Avoid discussing complaints in open forums and social media.

24.4. NCM leaders appoint a disciplinary panel:

24.4.1. Consisting of members in good standing.

24.4.2. May include an executive leadership member as chairperson.

24.5. Panel members may be removed for conflicts of interest.

24.6. The Panel ensures fair and unbiased proceedings.

24.7. If misconduct is evident, a Notice of Complaint is issued, requesting a written response within ten days.

24.8. Panel members recuse themselves if they have conflicts of interest.

24.9. The Panel decides based on evidence and communicates its findings to the complainant and member. Sanctions may include a written reprimand, suspension, courses, coaching, termination, or a lifetime ban.

24.10. Records of complaints are kept for at least five years.

24.11. Finding and Sanction:

24.11.1. A finding of guilt results in a Notice of Finding and Sanction.

24.11.2. Members may submit mitigating factors.

24.11.3. Sanctions may include reprimands, suspensions, courses, or termination.

24.12. Multiple sanctions may run concurrently.

24.13. Precautionary Suspension:

24.13.1. Precautionary suspension may be imposed when misconduct allegations risk NCM's reputation.

24.13.2. Members receive written notice and a chance to respond.

24.13.3. The suspension is lifted when reasonable.

24.14. Decisions on precautionary suspension are made by NCM leadership.

24.15. Precautionary suspension is not a sanction.

Part D: Executive, Municipal, Branch Management Committee Manual and Sectoral Ideals

POLICY ON ROLES AND RESPONSIBILITIES WITHIN THE NAMAKWA CIVIC MOVEMENT (NCM) STRUCTURE

25. GENERAL ROLES AND RESPONSIBILITIES WITHIN NCM

- 25.1. Members and leaders within the Namakwa Civic Movement are expected to adhere to the organization's constitution, mandate, and core principles.
- 25.2. Members and leaders should actively participate in the effective functioning of their respective wards and municipal structures, attend meetings punctually, come prepared for agenda items, collaborate as a cohesive team, take action on identified tasks, foster constructive discussions and decision-making, and abide by group decisions.
- 25.3. Furthermore, they should encourage membership growth within the organization.

26. ROLES AND RESPONSIBILITIES OF CHAIRPERSONS

- 26.1. Chairpersons play a crucial role in coordinating and aligning the movement's ideals and strategic objectives.
- 26.2. They have a duty to actively support the implementation of programs and campaigns that align with the vision, mission, and ideals of the NCM.
- 26.3. Chairpersons assist in promoting the movement and mobilizing support for it.
- 26.4. They are responsible for fundraising efforts that support programs and campaigns aligned with the NCM's objectives.

- 26.5. Chairpersons foster relationships at the local, provincial, national, and international levels to benefit the NCM.
- 26.6. Ensuring the NCM remains relevant, grows, and adds value within the Namakwa District is a key responsibility.
- 26.7. They guide committee meetings, delegate tasks, and may practically implement necessary actions for the movement's progress.
- 26.8. Chairpersons are responsible for compiling court papers and signing affidavits on behalf of the NCM.
- 26.9. They have administrative rights on the IEC online platform.
- 26.10. Chairpersons oversee the updating of social media pages with content received from various branches and municipal structures of the NCM.
- 26.11. Membership management is under their purview.
- 26.12. Only the Municipal Chairpersons and District Chairpersons are authorized to issue media statements on behalf of the NCM. Media statements must not be divisive and harmful to the reputation, values, and ethics of the NCM. Final authority resort with the district executive management committee.

27. ROLES AND RESPONSIBILITIES OF DEPUTY-CHAIRPERSONS

- 27.1. Deputy Chairpersons step in to fulfil the Chairperson's roles in their absence and supports the Chairperson as required from time to time.
- 27.2. They actively assist in executing tasks and functions as needed.

28. ROLES AND RESPONSIBILITIES OF SECRETARIES

- 28.1. Secretaries prepare meeting agendas in consultation with the Chairperson.
- 28.2. They take meeting minutes and distribute them to the executive team.
- 28.3. Recording meetings and maintaining records of these recordings is part of their duties.
- 28.4. Organizing paperwork and correspondence falls within their purview.
- 28.5. Secretaries keep members informed about meetings and events.
- 28.6. The District Secretary is a co-signatory of the bank account.
- 28.7. They are granted administrative rights to the IEC online system.
- 28.8. Secretaries are responsible for updating changes in the constitution and policies for approval by the district executive committee.
- 28.9. They update these changes at the IEC.
- 28.10. District and municipal secretaries are responsible for compiling court papers and affidavits.
- 28.11. They manage social media pages and issue media statements on behalf of the NCM.
- 28.12. Membership management is also a part of their responsibilities.

29. ROLES AND RESPONSIBILITIES OF DEPUTY SECRETARIES

- 29.1. Deputy Secretaries actively assist the Secretary in their duties and share the workload as needed.

30. ROLES AND RESPONSIBILITIES OF TREASURERS

- 30.1. Treasurers reconcile income and expenses.
- 30.2. They compile financial reports, including annual financial reports verified independently.
- 30.3. Budgeting within the organization is their responsibility.
- 30.4. Treasurers are registered as co-signatories on the bank accounts of the structures.
- 30.5. They ensure the reconciliation of membership fees within their functional areas.
- 30.6. Responsibility for the submission of bank statements for AFS compilation and auditing is on them.
- 30.7. Treasurers interpret financial statements for structure leaders.
- 30.8. Membership management is among their duties.

31. ROLES AND RESPONSIBILITIES OF CONVENORS

- 31.1. Convenors ensure regular meetings are called as per the constitution and policies.
- 31.2. They support secretaries in compiling meeting agendas.
- 31.3. Convenors assist in planning events, rallies, and campaigns within their structures.
- 31.4. They ensure members are informed of events and campaigns, striving to achieve quorum for gatherings.

32. ROLES AND RESPONSIBILITIES OF RELATIONS MANAGER (RM) (ROLE AT DEMC LEVEL)

- 32.1. The RM serves as a liaison between municipal management committees and the district.
- 32.2. They facilitate branch establishment within the Namakwa district.
- 32.3. Maintaining relationships with administrative staff, leaders, and branch representatives is their duty.
- 32.4. RMs develop and implement office policies and procedures.
- 32.5. They coordinate with convenors and other leaders during district executive committee oversight and event visits.

33. ROLES AND RESPONSIBILITIES OF ADDITIONAL LEADERS ON STRUCTURES

- 33.1. Additional leaders actively support all leaders within the NCM structures and help execute sectoral ideals, vision, mission, and goals within their areas.

34. ROLES AND RESPONSIBILITIES OF ADDITIONAL DISTRICT EXECUTIVE LEADERS

- 34.1. Additional district executive leaders work effectively as a team and support other members and the top 5 executive members.
- 34.2. They act on identified tasks and contribute to constructive discussions and decisions.

- 34.3. Additional leaders divide themselves into groups, allocating various portfolios as per sectoral ideals, to ensure the functioning of working groups within the district executive committee.
- 34.4. They meet at least once a quarter within these sectoral working groups.
- 34.5. Sectoral groups encompass education, social development, agriculture, rural reform and development, health, sports, arts and culture, community, public infrastructure, safety, economic development, mining, and energy.

35. MEETINGS OF THE STRUCTURES

35.1. Branch/Ward Management Committee Meetings

- 35.1.1. Branch/Ward management committee meetings must occur at least once a month, scheduled by the branch secretary in consultation with the chairperson and convenor.

35.2. Municipal Management Committee Meetings

- 35.2.1. Municipal Management Committee meetings should be held at least once every three (3) months, scheduled by the committee's secretary in consultation with the chairperson and convenor.

35.3. District Executive Management Committee Meetings

- 35.3.1. District Executive Management Committee meetings must be conducted at least once every four (4) months, scheduled by the committee's secretary in consultation with the chairperson and convenor.

35.4. Working Groups within the District Executive Committee

35.4.1. Working groups within the district executive committee should convene at least once every quarter or four (4) months, scheduled by the respective district executive committee leaders within the working groups.

35.5. Meeting Notices

35.5.1. Meeting notices must be issued at least five (5) calendar days before the meeting to all leaders within the structures.

35.5.2. Notices must be delivered in writing via email or text to the respective leaders within the structures.

35.6. Urgent Meetings

35.6.1. Urgent meetings may be called by the Chairperson when deemed necessary, but written notices via email or text to respective leaders within the structures must be sent at least 48 hours prior to the intended meeting date.

35.7. Attendance and Minutes

35.7.1. Attendance registers for meetings and the capture of meeting minutes are mandatory. All decisions must be captured and itemized, including the proposer and seconder of each decision.

35.8. Public Availability of Minutes and Decisions

35.8.1. Meeting minutes and decisions are considered constituency documents and must be made public.

35.8.2. The integrity of minute-taking and decision-capturing should meet the highest standards and be referenceable in a court of law.

35.9. Discipline for Absent Leaders

35.9.1. Leaders who are absent from three consecutive meetings without providing formal excuses to the structure's secretary will be subject to disciplinary action per the NCM Code of Conduct.

36. MUNICIPAL SYMPOSIUMS/POLICY CONFERENCE AND ITINERARY

36.1. Municipal Symposiums

36.1.1. After every successful municipal ward/branch establishment every four (4) years or approximately one (1) year prior to local government elections, elected leaders of the municipal area within every branch of that municipality will be invited to a one (1) day symposium.

36.2. Conference Agenda

The current district executive management committee will determine the agenda or itinerary for the proceedings.

Topics to be considered for presentation at the conference include:

- 36.2.1 The constitution and all policies and procedures.
- 36.2.2 Constitutional and policy amendments.
- 36.2.3 Election colours and branded materials for the upcoming four (4) year cycle.
- 36.2.4 Introduction of the Municipal Management Committee structure.
- 36.2.5 Handover of regalia to branch/ward leaders.
- 36.2.6 Revision of the Sectoral Ideals of the Namakwa Civic Movement.

37. NAMAKWA CIVIC MOVEMENT WEBSITE AND DATABASE

37.1. Website and Database Training

37.1.1. Training on website and database usage will be arranged by the Municipal Management Committee in collaboration with the District Management Committee at least once per annum.

37.2. Data Responsibility

37.2.1. The chairperson, secretary, and treasurer of structures are responsible for maintaining and refining member data within the NCM's database.

37.3. Member Registration

37.3.1. All members must be digitally registered accurately and promptly onto the NCM system.

37.3.2. All leaders within the NCM structures must be registered on the system within seven (7) working days of their election.

37.4. Responsibility of Chairpersons

37.4.1. Chairpersons of various branches are responsible for ensuring that all leaders within their branches are registered on the system.

37.5. Auditing of Membership

37.5.1. Auditing of membership on the NCM's database will take place every three (3) years, led by municipal management committees in collaboration with the district executive management committee.

38. EVENTS AND PROGRAMS

38.1. Endorsement and Approval

38.1.1. Events and programs require endorsement at branch, municipal, and district levels.

38.1.2. Discussion, planning, and approval of such events are the responsibilities of chairpersons, secretaries, treasurers, and convenors at these levels.

39. GUIDING PRINCIPLES

39.1. No event or program should contravene the NCM's vision, mission, values, and ideals.

39.2. Campaigns should not cause harm or offense to any established NCM constituency or lead to constituency loss within the organization.

39.3. Final oversight and moderation of campaigns, events, and programs are the responsibility of the district executive management committee.

40. SECTORAL IDEALS

40.1. The following sectoral ideals, as workshopped by the founding executive and valid from 2021 to 2026, will guide the NCM's activities:

40.1.1. Health:

40.1.1.1. Establish an exemplary healthcare system for all Namakwa citizens, prioritizing the well-being of healthcare workers.

40.1.1.2. Promote superior service delivery within Namakwa's healthcare system.

40.1.1.3. Transform digital health tools and information management systems in the district.

40.1.2. Education:

- 40.1.2.1. Foster critical thinking through digital education platforms, providing resources to learners and teachers.
- 40.1.2.2. Encourage subject choices aligned with future careers and support non-academic achievers.
- 40.1.2.3. Enhance and expand TVET colleges to accommodate local and national careers.
- 40.1.2.4. Promote and support science education, including bursaries for science teachers.

40.1.3. Social Development:

- 40.1.3.1. Promote self-reliance and self-worth within Namakwa communities.
- 40.1.3.2. Address unemployment and food security challenges.
- 40.1.3.3. Engage communities in self-improvement efforts.

40.1.4. Arts and Culture:

- 40.1.4.1. Identify and preserve Namakwa's cultural heritage.
- 40.1.4.2. Promote artistic and cultural preservation at grassroots levels.
- 40.1.4.3. Develop infrastructure and educational centres to nurture artistic expression.

40.1.5. Economic Development:

- 40.1.5.1. Prioritize new sector development projects to retain capital within Namakwa.
- 40.1.5.2. Focus on economic liberation within the next 20 years.
- 40.1.5.3. Hold private companies accountable for their socioeconomic responsibilities.
- 40.1.5.4. Execute turnaround strategies within municipalities and collaborate with the private sector.

40.1.6. Sport:

- 40.1.6.1. Revive and improve existing traditional sport infrastructure.
- 40.1.6.2. Establish accessible sport infrastructure for people with disabilities.
- 40.1.6.3. Integrate district sport gatherings into municipal budgets to stimulate sport participation and boost the economy.

40.1.7. Agriculture:

- 40.1.7.1. Revive and commercialize viable agricultural initiatives.
- 40.1.7.2. Develop drought relief policies and support sustenance and commercial farmers.
- 40.1.7.3. Implement high-value agriculture projects within 10 years.
- 40.1.7.4. Make agriculture central to Namakwa's development.

40.1.8. Public Benefit Infrastructure:

- 40.1.8.1. Maintain roads and public property to prevent decay.
- 40.1.8.2. Hold accountable those responsible for irregular expenditures.
- 40.1.8.3. Research and construct new public benefit infrastructure.
- 40.1.8.4. Address informal settlements and expedite housing delivery.
- 40.1.8.5. Ensure consistent provision of water and electricity.

40.1.9. Safety of Namakwa Communities:

- 40.1.9.1. Participate actively in safeguarding Namakwa communities.
- 40.1.9.2. Hold law enforcement agencies accountable.
- 40.1.9.3. Improve crime prevention infrastructure and collaborate with community groups.

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40.1.10. Mining & Energy:

- 40.1.10.1. Safeguard the mineral wealth of Namakwa for the benefit of current and future generations.
- 40.1.10.2. Advocate for responsible mineral exploitation.
- 40.1.10.3. Monitor and encourage corporate social responsibility.
- 40.1.10.4. Execute turnaround strategies within municipalities.
- 40.1.10.5. Collaborate with private sector organizations to provide viable business opportunities.

41. ELECTIONS

41.1. Elections Campaign Committee

- 41.1.1. Each municipal management committee must establish an elections campaign committee for by-elections and local, provincial, and national elections.
- 41.1.2. Responsibilities of the Elections Committee
- 41.1.3. The elections committee is responsible for organizing all aspects of an election campaign, including candidate identification, branding, operations centres, data analytics, volunteer support, transportation, special votes, party agent registration, and voter mobilization.

Part E: MEMBER, OFFICE BEARER, COUNCILLOR CODE OF CONDUCT AND DISCIPLINARY PROCESS

42. NCM COUNCILLOR AND MEMBERS' CODE OF CONDUCT

42.1. The NCM's behavioural principles are as follows:

- 42.1.1. Be professional
- 42.1.2. Be accountable
- 42.1.3. Be respectful
- 42.1.4. Be representative

42.2. The NCM values are:

- 42.2.1. Transparency
- 42.2.2. Consistency
- 42.2.3. Integrity
- 42.2.4. Honesty
- 42.2.5. Trustworthy
- 42.2.6. Respect
- 42.2.7. Goal-driven
- 42.2.8. Pride
- 42.2.9. Passion
- 42.2.10. Dedication

42.3. The NCM district executives has the right and obligation to create, develop, implement, and maintain the Code of Conduct.

42.4. The NCM executives are required to review the Code of Conduct on an annual basis and record the outcome of this review in a written report.

- 42.5. Any proposed amendments to the Code of Conduct must be reviewed and approved by a (50%+1) of the NCM executives
- 42.6. Breaches of the Code will be managed in accordance with the NCM's Disciplinary Procedure as determined by the NCM executives, from time to time.
- 42.7. All NCM members, councillors and political office bearers must abide by the Constitution of NCM and the NCM code of conduct.
- 42.8. All candidates representing NCM during elections, all subsequent councillor-elects and office bearers, must undertake in writing, prior to the elections, to abide by the Constitution of NCM and the Code of Conduct applicable to elected representatives as Ward and PR Councillors within their respective Municipal Councils.
- 42.9. Subsequently, if an office bearer, councillor-elect neglects or refuses to adhere to clause 1.6 this will constitute gross misconduct and insubordination that will constitute immediate disciplinary action even dismissal.
- 42.10. Disciplinary proceedings against a member and public representative, and office bearer shall be confined to violations against the Constitution of NCM, its code of conduct and other policies and the Codes of Conduct of Municipal Councils.
- 42.11. The following may be identified as misconduct –
- 42.11.1. In case where a member has been found guilty of a crime by a court or that you have agreed to plead guilty to a crime.
 - 42.11.2. In case where the moral character of a member(s) contravenes good ethical values and standards and thus brings NCM into disrepute.
 - 42.11.3. Any form of Human rights violations and discrimination, relating to political intolerance, sexism, racism, religious and tribal chauvinism.
 - 42.11.4. Engaging in sexual or physical abuse of women or children or abuse of office to obtain sexual or any other undue advantage from members or others.

- 42.11.5. Abuse of power and/or monetary self-enrichment.
- 42.11.6. Misappropriation of the funds of NCM or destruction of its properties.
- 42.11.7. Behaving in such a way as to provoke serious divisions or a break-down of unity in NCM.
- 42.11.8. Behaviour of disrespect and undermining or impeding the functioning of the structures of the NCM.
- 42.11.9. Participating in organized factional activities that contravenes unity within NCM.
- 42.11.10. Behaviour of non-functioning and non-active participating in the affairs of NCM.

43. NCM COUNCILLOR AND OFFICE BEARERS' PLEDGE

- 43.1. There is a fiduciary relationship and responsibility of a councillor candidate that has successfully contested local government elections within the structure of the Namakwa Civic Movement and arose to the position of councillor in any municipal structure.
- 43.2. It is obligatory that every councillor of the NCM make a monetary contribution towards the strategic objectives, vision, and mission of the NCM.
- 43.3. If the contestation for the position of councillor is successful the member, will have to abide by the following resolutions:
 - 43.3.1. Such member shall pledge at least 10 % of their net-value remuneration package towards the ongoing strategic objectives, vision, and mission of the Namakwa Civic Movement (NCM).
 - 43.3.2. Net-value definition is Gross salary minus tax, UIF and pension.
 - 43.3.3. Any new vehicle purchases of a NCM councillor who have had no means of transport prior to their appointment, should be in accordance with the district's terrain, which is mostly gravel. This will enable servitude to the community in the most rural areas.
 - 43.3.4. No office bearers in the executive leadership or leadership structure of the NCM shall avail themselves for administrative positions within government or

local government. This may only be done if such office bearer has the appropriate qualifications and have followed the normal hiring process.

43.3.5. If such office bearer opts to accept an administrative position within government, the office bearer must resign from their NCM office bearing or executive leadership position within the NCM.

43.3.6. Clause 43.3.1 and 43.3.2 of this pledge should be adhered to if such office bearer is a political deployee of the NCM.

43.4. All Executive members and members within the organization that are employed and able to, should consider allocating a donation amount of at least R100 per month towards the strategic objectives, vision, and mission of the Namakwa Civic Movement.

43.5. Ward councillors must visit their constituency and or citizens at least once every month.

43.6. Ward councillors and PR councillors in private employ must capitalise the NCM treasury with 30 % of the net earnings from council per month.

44. NCM COUNCILLOR COMMITMENTS

44.1. A culture of accountability, transparency and good governance will form the foundation of all work to be performed in the municipalities.

44.2. All councillors must acknowledge the value of openness and will ensure the accessibility of information to residents of the municipalities.

44.3. All NCM councillors shall be accessible and responsive to all residents of the municipalities.

44.4. All NCM councillors shall endeavour to eliminate corruption and maladministration within the municipalities, including a non-negotiable commitment to the rule of law and constitutionalism.

44.5. The separation of party and state will be strictly adhered to by all NCM councillors.

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- 44.6. All NCM councillors shall champion inclusion, redress, and reconciliation and avoid incurring fruitless and wasteful expenditure within the municipalities.
- 44.7. All NCM councillors shall endeavour to expand opportunities for all, and oppose any forms of racial, gender or other quotas.
- 44.8. All NCM councillors shall uphold non-racialism.
- 44.9. All NCM councillors shall avoid the politics of patronage, nepotism, or self-enrichment.
- 44.10. NCM councillors shall ensure the municipalities are driven by the pursuit of excellence, this includes merit-based appointments and policymaking guided by evidence and the NCM objectives and goals.
- 44.11. No NCM councillor shall enter into any agreement with another movement or party's members/councillors that may cause:
 - 44.11.1. Serious divisions or a break-down of unity in NCM or the municipal council where the NCM is part of a majority or in an outright majority.
 - 44.11.2. Or acts contrary to a mandate from the NCM executive committee.
 - 44.11.3. This will lead to immediate suspension and revoking of the responsible councillor's membership status.

45. NCM COUNCILLOR OBJECTIVES

- 45.1. Ensure that every community has access to dependable, clean, running water, which is safe to drink and to prepare food; and that there is no untreated wastewater contaminating the environment, homes, streets, and sidewalks within the municipality.
- 45.2. Ensure there is a hygienic environment to live, and play delivered through effective waste collection and rubbish disposal to protect the environment and the health of residents.

- 45.3. Reclaim public spaces currently taken over by lawlessness, litter, and neglect so that they may be once again places for all residents to enjoy.
- 45.4. Be tough on crime and tougher on the causes of crime by investing in localised law enforcement and tackling the local conditions which give rise to crime in the first place.
- 45.5. Focus first on getting the basics right as the foundation to bringing in investment and jobs to the local economy.
- 45.6. Collaborate for sustainable housing by increasing the scale of housing delivered through private initiative, diversifying housing options, and ensuring more people own their homes.
- 45.7. Adopt a comprehensive approach to keeping communities in good health by ensuring that all departments work together to minimise the risks which lead to poor health, to respond effectively to health emergencies, and to achieve overall positive health outcomes; and
- 45.8. Govern in the interests of the people by eliminating corruption, adopting best practices in good governance, and ensuring the resilience of communities through effective disaster risk management.
- 45.9. Embrace innovative evidence-based approaches to solving problems.

46. NCM COUNCILLOR TERM OF OFFICE PRIORITIES

- 46.1. The NCM councillor is confined to the 5-year statutory term imposed on every municipal council by the Constitution of South Africa. Accordingly, a commitment towards the strategic objectives of the NCM or the shared objectives within a coalition must therefore be reached.
- 46.2. As a general priority to every municipality where there is a NCM councillor, the following are identified as default priorities –

- 46.2.1. Good Governance.
- 46.2.2. Financial sustainability.
- 46.2.3. Water provision.
- 46.2.4. Waste management.
- 46.2.5. Sewerage management.
- 46.2.6. Electricity provision.
- 46.2.7. Infrastructure maintenance.
- 46.2.8. Public Spaces.
- 46.2.9. Roads and Transport.
- 46.2.10. Safety and Security.
- 46.2.11. Job Creation and Investment.
- 46.2.12. Sustainable Housing.
- 46.2.13. Health.

- 46.3. The NCM councillor shall, identify the municipality's needs / pressing projects and priorities, in addition to the default priorities listed in 46.1 above that may be achievable within the term of office and ensure that the NCM district executive is consulted in the processes and that the goals and strategic objectives of the NCM is also considered.
- 46.4. The district executive may mandate any councillor of the NCM to present a quarterly performance review report of a councillor's activities within such councillors' ward of area of service.

47. NCM COUNCILLOR CAUCUS

- 47.1. The NCM councillors within each municipality, shall:
 - 47.1.1. Establish a NCM councillors' caucus for the purposes of ensuring a coordinated response to issues that will serve before the municipal council.
 - 47.1.2. Where there is only one councillor within a municipal area, this councillor shall report directly to the NCM district executive leaders.
 - 47.1.3. Elect a NCM councillor whip that will also be the caucus chairperson.

- 47.1.4. Adopt a set of NCM caucus rules in terms of how the NCM caucus will function and takes decisions, which rules must be endorsed by the district executive leaders.
- 47.1.5. NCM Councillors must always adhere to and support decisions of the caucus and must not differ publicly from any decision once it has been taken except when a member may on a question of conscience exercise a free vote. A councillor may refuse to support a caucus decision where, in the councillor's view, it falls outside the prescripts of this policy or violates one of its principles and values.
- 47.1.6. NCM councillors must attend caucus meetings punctually and no member is excused from attending a caucus meeting except by leave of the chairperson of the caucus.
- 47.1.7. Must always perform their duties in the relevant forum diligently and to the level and standard required by this policy.
- 47.1.8. Ensure that the caucus is responsible for the proper functioning of the council and coalitions in the relevant municipality.
- 47.1.9. NCM councillors and caucus shall be strictly bound to this policy in realising the objectives and commitments specifically mentioned herein.
- 47.1.10. Individual NCM councillors shall apply a non-negotiable principle of "no ambushing or surprises".
- 47.1.11. NCM councillors shall agree to a caucus management process that is inclusive, accessible, engaging and dispute-resolution driven.
- 47.1.12. NCM caucus shall convene at least once every 3 weeks and include the NCM District executive committee at least once every 2 months.
- 47.1.13. NCM councillors shall resolve conflict in accordance with the Dispute Resolution Mechanism provided for in clause 6.2.
- 47.2. The NCM councillors agree that the success of a caucus lies in the effective resolution of conflicts that may arise in the caucus group.
 - 47.2.1. It is imperative that an effective mechanism is established for realisation of good governance and to preserve a good working relationship between the councillors.

47.2.2. The NCM chairperson of the caucus shall, when a dispute arises, record the full extent of the dispute in detail and shall list every member of the caucus' concerns or support of the dispute in question.

47.2.3. The chairperson shall thereafter, after consultation with the NCM caucus, classify the dispute in terms of clause 47.3.

47.2.4. When a dispute arises and is recorded by the NCM caucus in terms of clause 47.3 above, the public representatives, should endeavour to resolve it expeditiously, efficiently, and effectively, as a commitment to their duty of care towards the caucus, and their mandate from the voters.

47.3. The NCM councillors agree that certain disputes that arise may be more complex than others and therefore agree to distinguish between certain types of disputes:

47.3.1. General disputes:

47.3.1.1. Any disputes that arise during the functioning of the caucus should be resolved in terms of this section. The parties can rely on the caucus to resolve the dispute and shall resolve same expeditiously and in an effective manner.

47.3.1.2. Should the dispute not be resolved through the caucus within a reasonable time, the dispute shall be escalated by the chairperson of the caucus to the NCM executive committee for assistance in the resolution of the dispute, within a reasonable time.

47.3.1.3. When a dispute resolution decision is made by chair of the Executive or the executive committee, the decision must be abided by.

47.3.2. Major disputes concerning the material provisions of this clause 47

47.3.2.1. Disputes envisaged hereunder reference disputes that concern altering any of the provisions of this policy.

47.3.2.2. The chairperson of the NCM caucus shall immediately escalate the dispute to the NCM district executive leadership within a reasonable period and it should then be resolved in the most effective, participative, and expeditious way.

- 47.3.2.3. The district executive leaders shall resolve a dispute envisaged hereunder by way of consensus after receiving the input councillor caucus and considering any relevant considerations.
- 47.3.2.4. The NCM district executive leaders shall notify the chairperson of the NCM caucus of the resolution to the major dispute and the chairperson shall forthwith notify the caucus.
- 47.3.2.5. The resolution shall be respected and implemented by the NCM caucus.

48. NCM COUNCILLOR CANDIDATE IDENTIFICATION, SCREENING AND PR-LISTING PROCESS

- 48.1. Councillors are elected to represent local communities on municipal councils, to ensure that municipalities have structured mechanisms of accountability to local communities, and to meet the priority needs of communities by providing services equitably, effectively, and sustainably within the means of the municipality. In fulfilling this role councillors must be accountable to local communities.
- 48.2. Persons that cannot stand for elections are –
 - 48.2.1. people who have been disqualified from voting for the National Assembly.
 - 48.2.2. unrehabilitated insolvents; and
 - 48.2.3. persons that were declared to be of unsound mind.
- 48.3. The following criteria will be applied when screening and identifying a potential councillor candidate:
 - 48.3.1. Must be a South African Citizen, with proven origins in the geographic area of the Namakwa District Municipality.
 - 48.3.2. Must not be involved in any illegal activities and must not have a criminal record.
 - 48.3.3. Should not be under investigation for any fraud or other corrupt or criminal activities.

48.3.4. It would be beneficial if individuals have a history of community service and respected within his/her community.

48.3.5. Must be a NCM member in good standing.

48.4. All individuals that wish to or is identified to represent the NCM as a ward/PR candidate should register on the leadership registration page of the NCM website www.namakwacivic.org.za leadership registration, or should submit a leadership application form to the municipal conveners and NCM district executive committee within each municipal area.

48.4.1. The Municipal conveners will do a preliminary vetting process of the candidates.

48.4.2. Thereafter NCM district committee will schedule an interview with the potential candidates and score the candidates based on his/her competency.

48.4.3. This list of ward councillors and list of PR councillors from each municipal area must be sent to the district executive leadership for a final review of candidates based on the above criteria and the registration or removal of these candidates from the IEC online registration portal will exclusively be a district executive leadership function.

48.4.4. The PR list ranking will be determined by the candidate's competency interview and this ranking may not be altered based on votes received in a specific ward or for a specific candidate.

48.4.5. The Executive Committee may alter a PR list at any time given that a (50%+1) supports the change/decision exists.

49. NCM DISCIPLINARY PROCESS

49.1. Misconduct – means any act or omission, whether intentional or unintentional which are contrary to one or more of the provisions in the code of conduct, Constitution of the NCM or conduct as described in clause 1.8 of the policy document.

49.2. The disciplinary processes of the NCM are intended to regulate the conduct of members, office bearers and councillors and address and resolve instances of misconduct in a fair, objective, rational and transparent manner to protect the public, maintain public confidence in the NCM and its members, and to declare and uphold the highest standards of conduct amongst NCM members in furtherance of the integrity – These procedures are binding to all NCM members, office bearers and councillors.

49.3. Misconduct that may lead to immediate dismissal, revoking of membership and life-ban on membership –

49.3.1. Office bearers, Councillors and members that cause serious divisions or a break-down of unity in NCM or the municipal council where the NCM is part of a majority or in an outright majority.

49.3.2. Engaging in sexual or physical abuse of women or children or abuse of office to obtain sexual or any other undue advantage from members or others.

49.3.3. Misappropriation of the funds of NCM or destruction of its properties.

49.3.4. In case where a member has been found guilty of a crime by a court or that you have agreed to plead guilty to a crime.

49.3.5. Participating in organized factional activities that is contravenes unity within NCM.

49.4. How to raise a complaint of a member, office bearer and councillor –

49.4.1. Wherever possible, NCM's preference is to promote positive behaviours, and prevent issues from happening in the first place.

49.4.2. NCM recognises the importance of challenging poor behaviours, hence members and officer bearers, councillors as well as any third party should endeavour to report, and do so in good faith and in the manner prescribed by the code, known or suspected misconduct of another member.

49.4.3. Complaints must not be raised in an open forum.

49.4.4. Complaints must be expressed in writing and handed in to the respective structural hierarchical designation like, ward coordinator, municipal convenor, district executive leadership etc.

49.5. The NCM district executive leadership shall designate at least three persons to serve as members of the NCM disciplinary panel to preside over complaints of political office bearers and councillors. The respective municipal management leadership will designate persons to serve as members of a NCM disciplinary panel to preside of ordinary members.

49.5.1. The group shall comprise of members in good standing, advisors, or consultants or any such person that the NCM district executive leadership or the respective municipal leadership may determine from time to time.

49.5.2. The group may comprise of at least one executive leadership member that will also serve as chairperson of the panel.

49.6. The NCM disciplinary panel may remove or exclude any person from the group in section 8.3.1 above, if it deems it appropriate to do so under the circumstances, i.e., conflict of interest.

49.7. The Panel shall execute their administrative and adjudication functions in a reasonable, procedurally fair, transparent, and unbiased manner in accordance with the provision of these Procedures and the principles of natural justice.

49.8. Where it is of the opinion that a *prima facie* case of misconduct on the part of the member, office bearer or councillor concerned is or may be made out, the leadership may issue a member with a Notice of Complaint which shall contain the particulars of the complaint, including the complainant's statement and further particulars, where relevant) calling upon the Member to furnish the leadership structure with an explanation in answer to the complaint, in writing and in the form of an answering statement, incorporating any documentation in support of their answer, within 10 (ten) days of receipt of such Notice.

49.9. A member of the Panel shall, at the earliest possible opportunity, recuse himself/herself from the Panel should there be any potential or actual personal interest in the matter,

bias, prejudice, or conflict of interest on their part regarding the complaint or the Member.

49.10. The Panel shall decide each matter on the evidence before it upon the balance of probabilities. The decision will be by majority ruling and in the case of a deadlock the Chairperson will have a casting vote. The Chairperson shall communicate the requests and decision(s) of the Panel, through the Secretariat of the NCM structures, to the Complainant and the Member.

49.10.1. Dismiss the complaint, and provide both the Complainant and Member a Notice of dismissal notifying the parties of such outcome; or

49.10.2. Where the Panel is of the opinion that an adequate answer to the complaint has not been given, formulate in writing a charge or charges of misconduct (Notice of Misconduct Charge(s)) and require the Member to furnish it with the Member's answer to such charge or charges, in writing in the form of a statement, within a stipulated time.

49.10.3. Failure to respond to or co-operate with the requests made by the Panel in the fulfilment of their duties as set out in these Procedures, including requests by the Company Secretary, so instructed by the Panel, will constitute a further charge against Member.

49.10.4. Having considered the Member's reply to the Notice of Misconduct Charge(s), or where no answer is received, then based on the papers before it, the Panel may either still dismiss the complaint in terms of clause 8.8.1 above or find the member guilty of one or more of the charges.

49.11. The Panel and keep a full record of a complaint in an appropriate format or medium for a minimum period of 5 (five) years after the date on which the matter ended.

49.12. Finding and Sanction –

- 49.12.1. Where the Panel makes a finding of guilt against a Member on one or more charges, it shall notify the Member accordingly in the form of a Notice of Finding and Sanction, through the Company Secretary, and afford the Member an opportunity to place before it, in writing and within 10 (ten) days of such Notice, mitigating submissions as are relevant to the nature of the finding and the sanction to be imposed.
- 49.12.2. Upon receipt of any submissions concerning the nature of the sanction to be imposed on the Member, the Panel shall consider the Member's submission(s) before it, and any aggravating circumstances it deems relevant in the circumstances and impose upon the Member a sanction(s) provided for in these Procedures.
- 49.12.3. If a Member is dissatisfied with the finding and/or sanction imposed he/she shall have the right to refer the matter for appeal, as provided for in section 49.14 below.
- 49.12.4. The sanction shall be one or a combination of the following and shall, in the case of multiple sanctions, run concurrently:
- 49.12.5. A written admonishment or reprimand, with or without the requirement to issue a written apology to the Complainant and/or NCM and/or any other relevant party.
- 49.12.6. A suspension of membership and role within the NCM for a period not exceeding 48 (forty-eight) months.
- 49.12.7. An order to successfully complete a competency or ethics related course and/or examination (the cost of which shall be for the Member's account) of NCM's choosing, within a specified period.
- 49.12.8. An order to successfully complete personal or professional coaching or counselling (or similar remedial intervention) of NCM's choosing, within a specified period (the cost of which shall be for the Member's account).
- 49.12.9. Termination of membership for a period not exceeding 10 (ten) years, at the expiry of which the Member concerned may re-apply for membership; or 49.12.9 a life bans on membership.
- 49.12.10. The Panel may suspend or defer all or any part of sanction(s) for any period on any condition that it deems appropriate in the circumstances.

49.13. Precautionary suspension of membership and leadership role within the NCM –

- 49.13.1. Where the NCM District executive leadership or municipal conveners becomes aware of published (irrespective of the medium or form) allegations or reports of misconduct on the part of a Member or leader, and where the process in section 49.1 to 49.9 above has not yet commenced, or has commenced but has not yet been concluded, the NCM may:
- 49.13.2. Make a preliminary inquiry at their discretion as to the nature and extent of the allegations or reports to determine whether the publication of such allegations or reports poses a potential risk to NCM's reputation or activities.
- 49.13.3. Advise the Member in writing that a precautionary suspension of membership and leadership role is intended and provide the Member with an opportunity to make written representations within 10 (ten) days to the NCM leadership before the precautionary suspension is confirmed.
- 49.13.4. Where the representations in 49.13.2 above are rejected, confirm the precautionary suspension in writing, and thereafter proceed with the process as outlined in section 49.1 to 49.9 above at the first reasonable opportunity.
- 49.13.5. A precautionary suspension should be uplifted if, and at the earliest opportunity, if it be reasonable to do so.
- 49.13.6. The decision on the implementation, duration and/or upliftment, of a precautionary suspension shall vest with the NCM municipal leadership or District executive leadership.
- 49.13.7. The precautionary suspension is not a form of sanction.

49.14. Appeal process

- 49.14.1. A Member (the Appellant) having been found guilty of a charge or charges may lodge an appeal against the finding and/or sanction of the Panel within 10 (ten) days of the date of the finding by setting out the grounds for appeal in writing and submitting their appeal to the NCM secretariat.
- 49.14.2. The NCM Secretary shall identify and furnish a new panel (the Appeal Panel), comprising of no less than three persons as set out in above, with the appeal documentation at the first reasonable opportunity, taking cognisance of the timelines in 49.14 above.

49.14.3. The Appeal Panel shall study the record of the complaint and the grounds for the appeal and allow or disallow an appeal within 20 (twenty) days of receiving the Notice of Appeal, and the NCM Secretary shall cause the Appellant to be informed in writing, accordingly (Notice of Response to Appeal). In the case of the Appeal Panel disallowing the appeal, the matter will be dealt with as if no appeal has been lodged.

49.14.4. No person who participated in the initial consideration of the complaint, may be tasked to consider the appeal thereof.

49.14.5. Where an appeal is allowed, the Appeal Panel shall consider both the record of the initial complaint and the appeal received from the Member concerned, but may not consider new evidence, except where:

49.14.5.1. Added information becomes available, and it would be impracticable, in the opinion of the Appeal Panel, to refer the matter back to the (initial) Panel; and/or

49.14.5.2. A dispute arises as to a point of procedure followed by the (initial) Panel, and it is not possible to ascertain from the record, in the opinion of the Appeal Panel and on a balance of probabilities, the process that was initially followed.

49.14.6. The Appeal Panel shall, in its sole discretion, have the authority to:

49.14.6.1. Substitute any finding of the (initial) Panel, with a new finding

49.14.6.2. Impose any new sanction(s) from the competent sanction(s) in section 49.12.3.

49.14.6.3. Confirm the finding(s) and/or sanction(s) of the (initial) Panel; and/or

49.14.6.4. Refer the matter back for a rehearing by a new Panel on all or some of the original charges.

49.14.7. The Appeal Panel shall execute their adjudication function in a reasonable, procedurally fair, transparent, and unbiased manner in accordance with the provision of these Regulations and the principles of natural justice.

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49.14.8. The NCM Secretary shall cause a full record of the appeal to be kept in an appropriate format or medium for a minimum period of 5 (five) years after the date on which the matter ended.

49.14.9. Nothing in this section 49.14, shall preclude the Member concerned from approaching a Court for such relief as he/she may believe they may be entitled to in the event that they are aggrieved by the outcome of their appeal.

49.15. The termination, or voluntary cancellation, of a Member's membership shall in no way derogate from or affect the NCM's jurisdiction to adjudicate a disciplinary procedure, in the manner set out in these procedures, a complaint(s) of misconduct against a Member which:

49.15.1. Arose prior to the date the Member's membership being terminated or voluntarily cancelled.

49.15.2. Allegedly occurred while the Member was (still) a member/leader of the NCM; and

49.15.3. Which complaint(s) have not yet been resolved.

Part F: Policy on Namakwa Civic Movement Structure and Finance

50. OVERVIEW

- 50.1. NCM's Financial Management Policy aims to promote sound governance, prudent financial management, and compliance with laws in line with NCM's values.
- 50.2. Namakwa Civic Movement is a political party and not a private company. Political parties should continue receiving public funding to enable them to carry out their regular duties since it serves the public interest.

51. ADVOCACY

- 51.1. Independent bodies such as the IEC should report public and private funding to party members and political parties.
- 51.2. Publicly disclosing party and member funding.
- 51.3. Limiting the amount of private funding received, for example, by prohibiting overseas funding, limiting individual donations, or prohibiting certain types of funding (such as cash donations).
- 51.4. By increasing public funding, the influence of private funds can be reduced.
- 51.5. Tax benefits for all reported donations will encourage parties to disclose and report.
- 51.6. Prohibiting the use of state resources to support political parties and candidates.

- 51.7. The implementation of a monitoring, complaint, and investigation system for party funding compliance.
- 51.8. Reforming party funding could result in other innovative methods of strengthening democratic participation.

52. STRUCTURE OF NCM

- 52.1. The NCM's governance structure is outlined in its Constitution and the Branch, Municipal, and District Structure policy.
- 52.2. The NCM Governance Structure consists of:
 - 52.2.1. Branch Management Committees elected by branches.
 - 52.2.2. Municipal Management Committees.
 - 52.2.3. District Executive Management Committees.
- 52.3. The NCM aims to establish branches in all six municipalities within its jurisdiction.

53. FINANCIAL MODEL OF NCM

- 53.1. The financial model follows a decentralized approach with the key features below.
- 53.2. Membership fees are set at R10 annually, renewable for up to four (4) years. Fees are calculated as R10 multiplied by the number of years of membership.
- 53.3. Membership fees must be deposited into the Namakwa District's bank account, managed by the District Executive Management Committee.

Banking Details:

Bank: FNB

Branch Code: 210554

Account Number: 62897464500

53.4. Each of the six (6) municipalities in Namakwa District maintains its own bank account.

53.5. These bank accounts will be registered with distinctive names like:

53.5.1. Nama-Khoi – NCM

53.5.2. Khai-Ma – NCM

53.5.3. Richtersveld – NCM

53.5.4. Kamiesberg – NCM

53.5.5. Hantam – NCM

53.5.6. Karoo-Hoogland - NCM

53.6. Municipal Management Committees will manage these bank accounts.

53.7. Day-to-day financial oversight is the responsibility of the elected Chairperson, Secretary and Treasurer of Municipal Management Committees.

53.8. The District Executive Management Committee holds the highest oversight authority.

53.9. Bank account statements must be sent to the District Executive Management Committee's email address: accounts@namakwacivic.org.za

53.10. Annual Financial Statements will be compiled by the District Executive Management Committee to reflect all municipalities' activities.

53.11. Funds raised by branches within municipal areas must be deposited into the relevant municipal bank account (e.g., Nama-Khoi – NCM) within five working days after events or sales.

53.12. Fundraising through donations can occur in two ways:

- 53.12.1. Funds raised by municipal management committees require a donation request letter signed by the committee's Chairperson.
- 53.12.2. Successful funds must be deposited into the municipal bank account (e.g., Khai-Ma – NCM).
- 53.12.3. The municipal area retains 30% of raised funds, and the rest (70%) furthers the NCM's goals equally within the municipal area branches.
- 53.12.4. Funds raised by the District Executive Management Committee need a donation request letter signed by the District Executive Committee's Chairperson.
- 53.12.5. Successful funds must be deposited into the district account.

53.13. Funds are distributed as follows:

- 53.13.1. 70% retained within the district account for NCM's vision and mission.
- 53.13.2. 30% equally distributed among municipalities subscribing to NCM's ideals.
- 53.13.3. The District Executive Committee holds final authority.

53.14. Constituency funding from the IEC:

- 53.14.1. 100% of funding must be deposited into the Namakwa Civic Movement's bank account managed by the District Executive Management Committee.
- 53.14.2. 70% of funding goes to municipalities in the Namakwa District.
 - 53.14.2.1. 50% of the funding is distributed equally amongst municipalities within the district.
 - 53.14.2.2. The remaining 20% is distributed based on an effort ranking formula and past election results.
 - 53.14.2.3. 30% of the Constituency funding from the IEC is retained within the district.

53.15. Councillor and Public Representative Contributions:

- 53.15.1. NCM representatives must contribute 10% of net income into the Namakwa Civic Movement's bank account managed by the District Executive Management Committee.
- 53.15.2. Councillors employed in the public or private sector must contribute 30% of net income.
- 53.15.3. Net income is defined as gross salary minus tax, pension, and UIF.
- 53.15.4. Income generated through tithes will be distributed as follows:
 - 53.15.4.1. 30% retained in the district account.\
 - 53.15.4.2. 70% equally distributed among various municipal areas.
 - 53.15.4.3. The District Executive Management Committee holds final authority.

54. FINANCIAL YEAR AND ANNUAL FINANCIAL STATEMENTS

- 54.1. The financial year-end for Namakwa Civic Movement and all its municipal structures is 31 March of each year.
- 54.2. Annual Financial Statements (AFS) must be compiled and approved by the District Executive Management Committee Chairperson by June 30th.
- 54.3. A registered accountant is appointed by the District Executive Management Committee to compile AFS.
- 54.4. The District Executive Management Committee may engage a registered audit firm for auditing.
- 54.5. AFS must be provided to all Municipal Management Committees by August 31st.
- 54.6. Breaches of conduct and financial misconduct must be reported and addressed following NCM's Code of Conduct and disciplinary procedures.
- 54.7. AFS must be submitted to the Northern Cape Communities Movement for auditing, ensuring eligibility for party constituency funding from the IEC.

54.8. AFS must include detailed notes covering:

54.8.1. Income, expenditure, and financial statements per municipal area.

54.8.2. List of all donations, their amounts, and contributors.

54.8.3. Contributions and donations from NCM councillors and public office bearers.

55. DECLARATIONS TO THE IEC

55.1. Donations exceeding R100,000 must be reported quarterly to the IEC.

55.2. Namakwa Civic Movement will adhere to the rules and regulations set by the IEC.

56. REQUESTING FINANCES FOR NCM ACTIVITIES


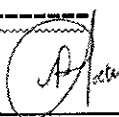
56.1. All NCM leaders must complete a requisition to request funding from Municipal Management Committees or the District Executive Management Committee.

56.2. The responsibility for managing the requisition system falls upon the Chairperson, Secretary, and Treasurer of the structures.

56.3. Decisions to approve or decline funding rest with the Chairperson, Secretary, Treasurer, and Convener of the respective structures after consultation with the management team.

56.4. Consultation may occur through various means, including in-person meetings, email correspondence, or consensus through official communication channels.

UNDERSIGNING BY EXECUTIVES

→  → 

Executive 1: Signature

Executive 2: Signature

Dr. Gustav Bock

Mr. Richard Cloete

First Name and Surname

First Name and Surname

Ex-Officio executive member

Chair Person

Designation

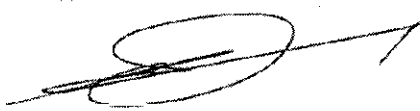

Designation

26/10/2023

26/10/23

Date

Date

→  → 

Executive 3: Signature

Executive 4: Signature

Hilton Nel

Donne-Lee Jano

First Name and Surname

First Name and Surname

Deputy Chairperson

Secretary General

Designation

Designation

26/10/2023

26/10/2023

Date

Date

19092023



Malcolm Grace

Executive 5: Signature

Malcolm Grace

First Name and Surname

Treasurer General

Designation

27 - Oct - 2023

Date



Julie

Executive 7: Signature

Anna Magdalena Julie

First Name and Surname

Executive Member

Designation

27/10/2023

Date



Hendriena Coetzee

Executive 6: Signature

Hendriena Coetzee

First Name and Surname

Deputy Secretary General

Designation

27/10/2023

Date



Adams

Executive 8: Signature

Rodville Franklin Adams

First Name and Surname

Executive Member

Designation

27/10/2023

Date

19092023

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Executive 9: Signature

Sabina Sussanna Cloete

First Name and Surname

Executive Member

Designation

27/10/2023

Date

⇒

Executive 10: Signature

Type text here

First Name and Surname

Designation

Date