



Guidelines for Branch, Regional and Provincial Conference



PRESENTATION OUTLINE

- Background
- Introduction
- Branch Biennial General Meeting
- Branch General Meeting preparing for conference
- Quorum
- Where BEC fails to convene a BBGM
- Nomination for REC and PEC
- Dispute Resolution Process
- BGM and BBGM during Covid
- Conclusion



“We did not tear each other apart because of lack of progress at times. We were always ready to accept our mistakes and to correct them. Above all, we succeeded to foster and defend the unity of the ANC and the unity of our people in general. Even in bleak moments, we were never in doubt regarding the winning of freedom. We have never been in doubt that the people’s cause shall triumph”



Objectives of the workshop

- To develop a broader understanding of the NEC guidelines by all structures in the Province.
- To ensure proper implementation of all the guidelines as structures prepare for their conferences and general councils.
- To help structures to better service communities and our members.
- To develop a certain level of standardisation and uniformity across all levels as structures renew their mandate.



Background

- The NEC in December 2019 adopted these Guidelines for Branch, Regional and Provincial conferences, as required by the ANC Constitution.
- Since then, the Novel Corona virus pandemic engulfed our planet, affecting all countries and continents, with severe impact on public health, and all social, cultural, economic and community activities.
- South Africa introduced a state of national disaster, with restrictions on gatherings and other activities, in order to slow down the spread of Covid-19.
- As a result, the NEC postponed all conferences, until the situation improved.



Background Cont....

- We are now in Alert Level 1 of the lockdown, and the resumption of more activities is possible. We must however ensure that we do not contribute to a third deadly wave, as we saw with the second wave.
- The proposed amendments to the Guidelines are therefore to ensure that constitutional conferences are held, whilst ensuring public health and safety is maintained, as part of the new normal.
- Since the adoption of the Guidelines by the NEC, the new Membership Management System has gone live.



Introduction

- A key feature of the democratic character of the ANC is that its Constitution requires regular conferences at all levels of the organisation.
- The basic principle in preparing for conferences is contained in Rule 3.2 of the ANC Constitution: *Its policies are determined by the membership and its leadership is accountable to the membership in terms of the procedures laid down in this Constitution.*
- ANC Conferences allow for the accountability and renewal of mandates of leadership. This accountability takes the form of the outgoing executive collectives, (BEC, REC, PEC and NEC) being responsible for



Intro Cont...

- steering the work of the ANC, reporting on the work done during their term of office and convening conferences where new collectives are elected.
- The Branch, Regional and Provincial Conferences must therefore discuss key community, organisational, governance and political issues which the incoming leadership collective must deal with.
- The conferences also elect leadership collectives, BEC, REC and PEC, to steer the movement in the area for the period of their mandate.



Intro Cont...

- All ANC members in good standing must participate in Branch Biennial General Meetings and Branch General Meetings that prepare for conferences.
- ANC Members are reminded of their Rights and Duties as set out in Rule 5 of the Constitution.



Rule 4 of the Constitution

- Membership of the ANC shall be open to all South Africans that are above the age of 18 years. People who are not of South African origin and reside within the country, may apply for membership.
- Applications for membership shall be considered by the BEC working together with the BGM. The REC committee shall consider these applications in any area where there is no branch.
- Provisional membership rights commences on the date of your application being acknowledged and the appropriate subscription fee has been administered.
- Any member may object to a membership application within 6 months of being notified about the application.



Rule 5 of the Constitution

- Take a full and active part in the discussion, formulation and implementation of the policies of the ANC.
- Receive and impart information on all aspects of ANC policy and activities.
- Take part in elections and be elected or appointed to any committee, structure, commission or delegation.
- Offer constructive criticism of any member, official, policy programme or activity of the ANC within its structures.



Duties of a member

- Belong to and take an active part in the life of his or her branch.
- To all necessary steps to understand and carry out the aims, policies and programmes of the ANC.
- Explain the aims, policies, and programs of the ANC to the people or communities.
- Observe discipline, behave honestly and carry out (loyally) the decisions of the majority and decisions of higher bodies.
- Inform her/his branch of any movement and relocation that is outside the boundaries of his/her branch.



Branch Biennial General Meeting

- The BEC and members of the branch must ensure that it meets the requirements of the ANC Constitution and Strategy and Tactics: a branch must be active, including convening regular BGM's, having a community programme of action, discussing political matters, recruiting new members and convening its Branch Biennial General Meeting, every two years.
- The Branch Executive Committee (BEC) shall meet, consider the branch membership list, **set the cut-off date for members to have their membership in order**, and set the date for the Branch Biennial General Meeting (BBGM). The BEC must ensure that sufficient time is allocated for the work of the BBGM.



BBGM Cont...

- The BEC, through the Branch secretary, shall communicate the date, time and venue of the BBGM, at least seven (7) days before the BBGM, to all members in good standing and in grace period, who are eligible to participate.
- Where a BBGM does not quorate after its first attempt, the BEC must give at least **48 hours** notice to all eligible members of the second and third attempt to hold the BBGM.
- The BEC, through the Branch secretary, shall register the date, time and venue of the BBGM on the ANC MMS Evidence of Attendance System (EAS), including details for second and third attempts.



BBGM Cont..

- **The BEC shall also appoint an Electoral Committee to conduct the election of the new BEC at the BBGM, which should consist of veterans and other trusted comrades, including one representative each from the Leagues.**
- The BEC must also ensure that it schedules BEC meetings before the BBGM to deal with disputes.
- The Branch secretary, on behalf of the BEC, shall print the membership list and signed Attendance Register of members qualifying to participate in the BBGM, as per the cut-off date. The Membership List and the Attendance register must be presented at a BEC meeting before the BBGM.



BBGM Cont..

- The BEC shall use appropriate means to inform and mobilise qualifying members of the BBGM, using social media, SMS, letters, emails and WhatsApp, loud-hailing, and posting notices.
- Members shall be reminded to bring their valid IDs or driver's license to the BBGM, as their ID number is used to verify their status on the membership system. **Members shall also be reminded to wear masks, and that no-one will be allowed into the meeting without a mask.**
- **The BEC before the meeting shall arrange for sanitizers and screening, and set up the venue to allow for social distancing.**



BBGM Cont....

- On the day of the BBGM, the Branch secretary and other BEC members shall ensure that formal registration is conducted.
- At least one hour before the start of the BBGM, a registration table shall be set-up at the entrance to the venue, **as well as a station for sanitizing and screening.**
- Assign and register comrades from the branch as Scanning agents, to scan members' IDs as they arrive on the Evidence of Attendance App.
- All eligible branch members and guests must also sign the Branch Attendance Register.
- **The branch secretary and the scanning agents should not be the same person.**



BBGM Cont...

- In line with Rule 25.17.16, fighting, assaulting another member or behaving in a disorderly or unruly manner at ANC meetings, assemblies or gatherings and/or disrupting meetings and interfering with the orderly functioning of the ANC are acts of misconduct, for which disciplinary action may be instituted against a member or members.
- Interfering with the orderly functioning of a BBGM or BGM including interfering with or disrupting the registration process; scanning an ID of a member who is not present or using another member's ID to gain access to the BBGM.



BBGM Cont..

- The BBGM is chaired by the Chairperson of the branch or by the Deputy Chairperson if the Chairperson is not available. If neither is available, the Branch Secretary will chair the meeting.
- The NEC, PEC and/or REC may deploy leadership to observe branch general meetings. The role of deployees is to assist and provide political inputs and guidance where required, not to usurp the role of the branch or the Branch Executive Committee (BEC).
- The outgoing Branch Secretary shall ensure that a report is done of the BBGM, and shall submit all documents and records of the branch to the newly elected Branch Secretary.



BBGM Cont...

- The incoming Branch Secretary shall submit a copy of the BBGM report to the Regional and Provincial Secretary, and upload the report on the Branch Functionality Portal, once this function is created on the ANC Cloud.
- The REC must ensure the induction of the newly elected BEC based on the ANC Branch Manual, within 30 days after the BBGM.
- The Regional Secretary shall ensure that the names and details of the new BEC are submitted to the Provincial office, for updating in the Membership Management System and the ANC Cloud.



The Agenda of the (BBGM) must include:

- *Welcome and Adoption of Agenda, and Reminder of Covid-19 measures of sanitizing, wearing masks and social distancing.*
- *Credentials report and quorum of the BBGM*
- *Political overview by the outgoing Chairperson of the Branch*
- *Organisational report by the outgoing Branch Secretary*
- *Finance report by the outgoing Branch Treasurer*
- *Discussion and adoption of the Reports*
- *Programme of Action for the Branch in the next two years*
- *Input on Through the Eye of the Needle*
- *Election of the new BEC, in accordance with Rule 23.2.5*
- *Announcements*



BRANCH GENERAL MEETINGS PREPARING FOR CONFERENCES

- Once the BEC is informed about preparations and the roadmap towards the Regional or Provincial or National Conference or Council, it shall make preparations to convene a Branch General Meeting to prepare the branch mandate on Conference/s or Councils.
- The Branch Executive Committee (BEC) shall meet, consider the branch membership list, and set the date for the Branch General Meeting (BGM).
- The BEC must ensure that sufficient time is allocated for the work of the BGM.



BGM Cont..

- The BEC, through the Branch secretary, shall communicate the date, time and venue of the meeting at least seven days before the BGM to all eligible members (in good standing and in grace period by the cut-off date).
- Where a BGM does not quorate on its first attempt, the BEC must give at least 48 hours' notice to all eligible members of the second and third attempts to hold the BGM.
- If the branch fails to quorate after a third attempt, it shall forfeit its right to nominate members for the REC and PEC, and will be granted observer status at the Conference.



BGM Cont...

- The BEC, through the Branch secretary, shall register the date, time and venue of the BGM on the ANC MMS Evidence of Attendance System (EAS).
- The BEC must also ensure that it schedules BEC meetings before the BGM, to deal with disputes.
- The Branch secretary, on behalf of the BEC, shall print the membership list and attendance register and present these at the BEC before the BGM.
- The BEC shall use appropriate means to inform and mobilise qualifying members of the BGM, using social media, SMS, letters, emails and WhatsApp, loud-hailing, and posting notices.



BGM Cont...

- Members shall be reminded to bring their valid ID or driver's license to the BGM, as their ID number is used to verify their status on the membership system.
- On the day of the BBGM, the Branch secretary and other BEC members shall ensure that formal registration is conducted:
 1. At least one hour before the start of the BBGM, a registration table shall be set-up at the entrance to the venue.
 2. Assign and register comrades from the branch as Scanning agents, to scan members' IDs as they arrive on the Evidence of Attendance App.
 3. All members and guests are also required to sign the Branch Attendance Register.



BGM Cont...

- In line with Rule 25.17.16, “fighting, assaulting another member or behaving in a disorderly or unruly manner at ANC meetings, assemblies or gatherings and/or disrupting meetings and interfering with the orderly functioning of the ANC are acts of misconduct, for which disciplinary action may be instituted against a member or members.
- Interfering with the orderly functioning of a BBGM or BGM including interfering with or disrupting the registration process; scanning an ID of a member who is not present or using another member’s ID to gain access to the BBGM.
- The BGM is chaired by the Chairperson of the branch or by the Deputy Chairperson if the Chairperson is not available. If neither is available, the branch Secretary will chair the meeting.



BGM Cont...

- The NEC, PEC and/or REC may deploy leadership to observe branch general meetings. The role of deployees are to assist and provide political inputs and guidance where required, not to usurp the role of the branch or the branch executive committee (BEC).
- The Branch Secretary and Chairperson shall complete and sign the meeting reports, attendance register, delegate forms and nomination forms at the end of the meeting, and submit it to the Electoral agency or Regional or Provincial office, as required.
- The report should include any objections raised by members before, during or after the BGM.



The Agenda of the BGM preparing for Conference must include:

- Welcome, Purpose of meeting and Adoption of Agenda
- Credentials report, including efforts to inform members and quorum of the BGM
- Inputs on:

Organisational Renewal and Unity

Through the Eye of the Needle

- Nominations of candidates for REC and/or PEC:

Top 5 REC and/or PEC Officials

Additional members of the REC and/or PEC

- Election of branch delegates to the Conferences



QUORUM OF BBGM AND BGM

- A quorum of the BBGM and BGM is made up of 50% plus one of members eligible to attend the meeting and present, based on the signed Attendance register and Evidence of Attendance scanning report.
- Members present should be provided with updates on the status of the BBGM and BGM quorum, not longer than one hour after the designated starting time.
- If three hours after the designated starting time, there is still no quorum, the BEC shall postpone the meeting, and set a date for the next attempt at BBGM or BGM, which shall not be less than 48 hours after the first attempt.



WHERE THE BEC FAILS TO CONVENE BGMs AND BBGMs

- Where a BEC fails - due to malice, non-functionality, a lapse mandate or any other reason including on request from ANC members of the branch- to convene a BGM and/or BBGM, the REC in line with its powers 21.10.8 may recommend in writing to the PEC that it convenes members of the ANC in that branch in a BGM or BBGM, in order to enable qualifying ANC members to participate in preparations for Conferences.
- The PEC in line with Rule 19.9.12.1 and 19.9.12.2, shall delegate the REC to convene the BGM or BBGM.
- The Province shall submit reports to the SGO of all instances where 5.1 and 5.2 have been applied.



BRANCH NOMINATION PROCESS FOR THE REC AND PEC

- At the BGM convened for the purpose of preparing for Regional and/or Provincial Conference, all eligible members are free to express their opinions, under the relevant agenda items, to nominate at the appropriate time and to vote according to their own preference.
- Anyone trying to use improper influence, threats, and make promises of patronage or give a reward to get a member to vote for a specific nominee will be guilty of a disciplinary offence and should be reported to the Electoral Commission or the Disciplinary Committee.



Nomination Cont...

- Branch members are not bound by their Regional or Provincial or League's preferred nominations or any slates circulated by their region or province or League. They can vote on the branch mandate or the majority provincial nomination or be influenced by debates and other nominations that occur at the BGM.



Nomination process for Regional and Provincial Officials

- Branches may nominate one individual for each of the five top positions for the REC and PEC (whichever is applicable or both): Chairperson, Deputy Chairperson, Secretary, Deputy Secretary and Treasurer.
- If only one person is nominated, the nominator should motivate, the nomination should be opened for a short debate, and the branch members must through a show of hands, vote in support of that person, the nominee must get 50%+1 of the votes.
- If more than one person is nominated, nominators should be given a chance to motivate, a short debate should be allowed, and then the branch should vote on their preferred candidate.



Cont...

- For a nominee to be considered and added to the nomination list of the branch, it must be supported by at least 10% of branch members present at the meeting.
- If no nominee gets 50%+1 of the votes in the first round, a series of votes may be held until only two candidates remain for a final vote. This means the candidate with the lowest number of vote's drops out each time.
- The final nominee should receive more than 50% of the votes of members present.
- For the top five (5) REC or PEC officials – Chairperson, Deputy Chairperson, Secretary, Deputy Secretary and Treasurer - the name with the highest number of votes, becomes the branch nomination and is written on the branch nomination form for each position.



Cont....

- Branches must bear in mind the ANC's commitment to gender equality, and that each nominee for the REC must have been a member of the ANC in good standing for 5 years in line with Rule 21.5.3 and nominees for the PEC an ANC member in good standing for 7 years in line with Rule 19.3 of the ANC Constitution.



Nomination process for Regional and Provincial additional members

- The ANC Constitution Rule 21.5.3 allows for twenty (20) additional members of the Regional Executive Committee (REC) and Rule 17.3.3 for thirty (30) additional members of the Provincial Executive Committee (PEC), of which at least half must be women, in accordance with Rule 6.
- The branch must bear in mind the requirements of leadership in Eye of the Needle, and nominate a balance of gender, young people, and experienced people, include representative of sectors and reflect the demographics of the province and country.
- The chairperson of the BGM will ask for nominations and seconders and continue until no names emerge, or if the meeting agrees to close nominations. All names nominated should be captured, as well as who nominated and who seconded.



Cont...

- For each name, a nominator will motivate and then members will vote to support the nominee through a show of hands. The branch will only formally nominate those candidates who get more than 15% of the vote.
- For the additional members, the names are put in order of the number of votes received in the branch general meeting. And this is written on the branch nomination form for the additional NEC Members.
- Branches must bear in mind that each nominee for the REC must have been a member of the ANC in good standing for 5 years and nominees for the PEC an ANC member in good standing for 7 years, in line with Rules 21.5.3 and Rule 19.3 respectively.



BRANCH DISPUTE RESOLUTION PROCESS

- Disputes arising from the Membership List and Attendance Register must be lodged in writing with the BEC in not less than two days before the BGM or BBGM and a copy send to the Regional and Provincial Secretary.
- The BEC must consider the complaint and make a verdict. The verdict of the dispute must be communicated to the complainant in writing, and a copy send to the Regional and Provincial Secretary, within 24 hours after the matter was processed by the BEC, and before the BGM and BBGM.



Branch DRP Cont...

- In the event that a member is aggrieved by any matter related to the conduct, proceedings and/or constitutionality of the BBGM or BGM, such a member must lodge a dispute in writing within 48 hours after the meeting with the BEC and copy the Regional and Provincial Secretary.
- A person who raises such a dispute must be a member in good standing and must have been present at the BGM or BBGM.



Branch DRP Cont....

- ANC members who failed to register, staged a walk out, disrupted the BGM or BBGM, threaten ANC members or failed to raise her/his concern in the BGM or BBGM under the appropriate agenda item will not be eligible to lodge a dispute.
- The BEC must sit and communicate its verdict, in writing to the complainant, and copy the Regional and Provincial Secretary, within 48 hours after receipt of a compliant.
- If a member is not satisfied by the resolution of the dispute by the BEC, the member can appeal in writing to the Provincial Dispute Resolution Committee (PDRC).



Branch DRP Cont....

- The PEC must ensure that members of the PDRC are not conflicted by hearing a case related to his or her own branch, or to a branch to which the member is/was deployed to.
- Reports on all disputes arising from a BBGM or BGM shall be submitted to the Secretary General's Office.
- The final body of appeal on disputes shall be the National Dispute Resolution Committee. Determinations of the NDRC with regards to regional and provincial conferences are final, shall be in writing and shall be communicated to the affected region, province and to the complainants.



BGMs and BBGM's DURING COVID-19 CONDITIONS

If the branch membership is larger than the required maximum allowed within the Covid-19 regulations or there is real danger of infections in the area; the BEC may have the BBGM in the following manner:

- A decentralized BBGM: where the BBGM takes place in different venues (e.g. different classrooms of a school), at the same time and conduct the business of the BBGM, with the eligible members of the BBGM. The outcomes of the decentralized BBGM must then be consolidated and submitted as one branch report.



Cont...

- A virtual BBGM: a meeting convened virtually, on any virtual platform accessible to eligible members. All proceedings of the meeting must be recorded. All participants to the meeting must log-in with their full names on the devices and indicate if they are sharing the device with other comrades. For the quorum to be determined, all eligible members logged in, either individually or through a shared device, must present their IDs to the camera for scanning. The meeting hosts will scan all IDs logged in, and will report to the Branch secretary, the status of the quorum.



Cont....

- The meeting hosts shall also compile a list of all eligible members present in the meeting who have signed in or share a device signed in and who have shown their IDs. Once there is a quorum, the meeting will proceed as per the Guidelines. For the election of the BEC in a virtual meeting, nominations and voting for a name by show of hands (virtually) will be done, counted by the Electoral committee members. The results shall be announced in the same manner.
- All the requirements of notice of meeting, cut-off date, quorum, agenda, conduct, scanning of IDs, and other processes, including timeline for logging of disputes, apply to the virtual and decentralized BBGM as to a normal BBGM.



Cont...

- The reports for decentralized or virtual meetings will be submitted in the same manner as for physical meetings. For virtual meetings, the meeting recording must also be submitted.



General Comments

- Consolidation of all membership forms into one list.
- Publication and distribution of the captured lists for members to see.
- Members given an opportunity to correct their membership.
- Convening of Pre-BGM for membership update.
- Inform members about the final database. Who is legible to participate and who is not.
- Those who are not legible must be given reasons why they are unable to participate.



- Branch Chairperson, Branch Secretary and treasurer to prepare reports.
- All reports that will be presented on the BBGM/BGM must be duly adopted by the Branch Executive Committee (BEC).
- The BEC must also draft and adopt an agenda to be presented to the meeting.
- Early or timeous communication of the BBGM/BGM date. This must be done within the set timeframes.



Conclusion

- Conference resolution and importance of Organizational renewal
- Through the eye of the needle
- The task to renew organisation now rests within our collective efforts.
- Success in convening all these meetings translates to an ANC that is better and stronger.
- Structures (PEC, REC, BEC etc) and members are all called upon to channel all their collective efforts towards the successful renewal of our structures and mandate for all these structures.
- We dare not fail because history will judge us harshly.



THANK YOU !