

## **INSTITUTIONAL FORUM (IF)**

**The Academics Union representatives on the Institutional Forum are Professors Waheeda Amien and Andrew Lilley.**

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### **1. FUNCTIONS OF INSTITUTIONAL FORUM**

The institutional forum must advise the council on issues affecting the University as required by the Act.

### **2. COMPOSITION OF INSTITUTIONAL FORUM**

The institutional forum consists of –

- 3.** members and alternate members elected or appointed by the council, the senate and the vice-chancellor in the manner determined by the Rules.
- 4.** members and alternate members elected by the recognized staff bodies in the manner determined by the Rules; and
- 5.** members and alternate members elected by the SRC in the manner determined by the Rules.

The council must strive to provide fair and equitable opportunities to all members of the institutional forum to prepare for, and participate in, meetings of the institutional forum.

### **6. ELECTION OF MEMBERS OF INSTITUTIONAL FORUM**

The manner in which the members of the institutional forum are elected is determined by the Rules.

### **7. TERM OF OFFICE OF MEMBERS OF INSTITUTIONAL FORUM**

- 7.1 The term of office of the members elected by the SRC is one calendar year.
- 7.2 The term of office of the members elected by the recognized staff bodies is four years.
- 7.3 The term of office of the members appointed by the vice-chancellor is for such periods as the vice-chancellor decides.
- 7.4 The term of office of the other members is four years co-incident with the three-year terms of office of members of the council and of the senate serving four-year terms of office.

### **8. OFFICE-BEARERS OF INSTITUTIONAL FORUM**

- 8.1 The institutional forum must elect three co-chairpersons, one from the members elected or appointed by the council, the senate, and the vice-chancellor, one from the members elected by recognized staff bodies, and one from the members elected by the SRC.
- 8.2 The co-chairpersons preside at meetings in rotation.
- 8.3 In the absence of the co-chairperson scheduled to preside, the next co-chairperson in the order of rotation presides.
- 8.4 In the absence of all co-chairpersons, a member elected by those present presides.

- 8.5 The co-chairpersons hold office for such term of office as the institutional forum decides.
- 8.6 A person ceases to be a co-chairperson if he or she ceases to be a member of the institutional forum or resigns from the office of co-chairperson.
- 8.7 If a vacancy occurs in any office of co-chairperson, the institutional forum must fill the vacancy from the group from which the existing co-chairperson was elected, for the unexpired period of his or her term of office.

## **9. QUORUM AND PROCEDURE AT MEETINGS OF INSTITUTIONAL FORUM**

- 9.1 The quorum at meeting of the institutional forum is 18 members, including at least four members, or alternate members, appointed in terms of each of—  
paragraph 30(1)(a);  
paragraph 30(1)(b);  
paragraph 30(1)(c).
- 9.2 An alternate member may attend any meeting of the institutional forum but may only participate in the deliberations of, and any voting in, the institutional forum if the substantive member to whom he or she is an alternate is absent.
- 9.3 The institutional forum determines its own procedures subject to the following -
  1. ordinary meetings must be held when and where the institutional forum decides, but there must be at least two ordinary meetings of the institutional forum each year.
  2. special meetings must be held –
    - a. when called by the three co-chairpersons: or
    - b. when a written request for a special meeting, stating the object of the meeting, is received by the registrar from at least six members of the institutional forum.
- 9.4 The ruling of the chairperson on any question of order or procedure is binding unless immediately challenged by a member, in which case the chairperson must submit his or her ruling without discussion to the meeting which decision is final and binding.

## Higher Education Act (Act No. 101. 1997)

### **Section 31: The Institutional Forum Section 31: The Institutional Forum**

- (i) The institutional forum of a public higher education institution must –
- (a) Advise the council on issues affecting the institution, including –
- The implementation of this Act and the national policy on higher education,
  - Race and gender equity policies,
  - The selection of candidates for senior management positions,
  - Codes of conduct, mediation, and dispute resolution procedures,
  - The fostering of an institutional culture which promotes tolerance and respect for fundamental human rights and creates an appropriate environment for teaching, research, and learning,
- and,
- (b) Perform such functions as determined by Council.
- (ii) The institutional forum of a public higher education institution must consist of representatives of –
- The management, as determined by the institutional statute or an Act of the Parliament,
  - The council,
  - The senate,
  - The academic employees,
  - The employees other than the academic employees,
  - The students, and
  - Any other category determined by the institutional statute.
- (iii) The number of persons contemplated in subsection (2) and the manner in which they are appointed or elected, as the case may be, are determined by the institutional statute or an Act of Parliament.

## APPENDIX TO THE INSTITUTIONAL FORUM TERMS OF REFERENCE

### UNIVERSITY OF CAPE TOWN

#### RULES FOR ELECTIONS AND APPOINTMENTS TO THE INSTITUTIONAL FORUM

**(a) Members and alternate members elected by the council and by the senate and appointed by the vice-chancellor.**

- a. The Council must elect from its number three members, and one general alternate member, the senate must elect from its number three members, and one general alternate member, and the vice-chancellor must appoint two executive officers and two Deans to be members, of the institutional forum.
- b. A person elected.
  - (i) by the Council ceases to be a member or alternate member of the Institutional Forum if he or she resigns from the Institutional Forum or ceases to be a member of the Council; and
  - (ii) by the Senate ceases to be a member or alternate member of the Institutional Forum if he or she resigns from the Institutional Forum or ceases to be a member of the Senate.
- c. The members and alternate members elected by the Council, or the Senate serve a three-year term of office where –
  - (i) the terms of office are for the periods 1 July 1999 to 30 June 2002 and subsequent three-year periods; **and**
  - (ii) members elected after the start of any three-year term serve for the balance of that three-year term.
- d. The members appointed by the Vice-Chancellor serve such terms of offices the Vice-Chancellor decides.
- e. If a vacancy occurs during the term of office, the Council or the Senate or the Vice-Chancellor, as the case may be, must fill the vacancy for the unexpired period of the term of office.

**(b) Members elected by recognized staff bodies.**

- a. The staff bodies must choose ten members of staff to be members and may appoint up to ten members of staff to be alternate members of the Institutional Forum, as follows.
- b. If there are three, or less than three, staff bodies each having fifteen per cent or more of the total permanent and full-time staff of the University as members at the start of the period of office any such staff body must appoint two members and one alternate member.
- c. If there are more than three staff bodies each of which has fifteen per cent or more of the total permanent and full-time staff of the University as members at the start of the period of office –
  - (i) any staff body having twenty percent or more must appoint two members and one alternate member; and

- (ii) any staff body which has ten per cent or more (but fewer than twenty per cent) of the total permanent and full-time staff of the University as members at the start of the period of office must appoint one member and one alternate member.
- d. The remainder, if any, of the ten places must be filled in the following way:
  - (i) if there are as many or fewer remaining staff bodies as there are remaining places, each of these staff bodies must elect one member.
  - (ii) if there are more remaining staff bodies than there are remaining places, these staff bodies must fill these places by agreement among themselves, and where they fail to agree each staff body must nominate one candidate, and the places must be filled by drawing by lot as many names from those nominated as there are remaining places; and
  - (iii) if there are fewer remaining staff bodies than there are remaining places, the place or places left after each staff body has made an appointment must be filled by the staff bodies with the largest membership, in order, appointing one additional member.
- e. A staff body may count for the purposes of this section only those members who belong to no other staff body, plus those who belong to other staff bodies but for this purpose choose this one as the body to represent them.
- f. A person appointed under this subsection ceases to be a member, or alternate member, of the institutional forum –
  - (i) if he or she resigns from the institutional forum; or
  - (ii) if having been elected by the staff, or appointed by the Vice-Chancellor, he or she ceases to be a member of staff; or
  - (iii) if the staff body that appointed him or her ceases to be a recognized staff body; or
  - (iv) for any period during which he or she is suspended from the University.
- g. The term of office of the members appointed by staff bodies is for two years where –
  - (i) the terms of office are for the periods 1 July 1999 to 30 June 2001 and subsequent two-year periods; and
  - (ii) members appointed after the start of any two-year term serve for the balance of the two-year term.
- h. If a vacancy occurs during the term of office, the staff body or bodies concerned must fill the vacancy for the unexpired period of the term of office.