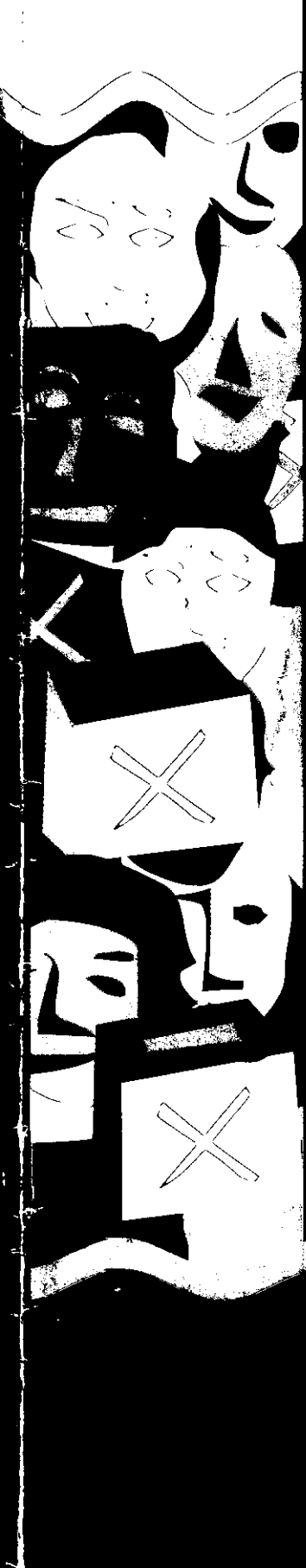


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YOUR
GUIDE
TO
THE
LOCAL
GOVERNMENT
ELECTIONS

PREFACE

The forthcoming local government elections will complete the transition from an apartheid system of local government to a unified, democratic and non-racial system.

The Institute of Local Governance & Development (INLOGOV) has recently conducted a number of seminars, training sessions and conferences around the issue of local government elections. Project Vote is a civic education organisation involved in information and training workshops, producing materials, and lobbying on the election process. Project Vote has also conducted a national focus-group survey into voter attitudes. The research uncovered:

- Widespread confusion and lack of knowledge about what local government is;
- Reservations and fears about registration;
- An urgent need for voter education to tell voters what and whom they will vote for.

In this booklet, the two organisations answer some of the questions that have emerged.

We hope that this booklet will provide a useful guide for anyone involved in preparations for the elections, be it registration of voters, preparation of a voters' roll, nomination of candidates, training of officials or education of voters.

INLOGOV has researched and produced comprehensive elections training material, and has designed an elections training programme. Project Vote has had experience in the national elections in South Africa and in emerging democracies such as Angola, Bulgaria, Chile and Pakistan. It has produced popular posters, information pamphlets and training material on local government elections. For more information, please contact either INLOGOV or Project Vote at the numbers listed on the back cover.

ACKNOWLEDGEMENTS

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Design and layout: by MANIK DESIGN

Note:

Every effort has been made to ensure that the contents of this booklet are accurate. However, certain issues pertaining to the Election Regulations were still outstanding at the time of publication. In addition, the Election Regulations themselves are likely to be subjected to a number of amendments. We suggest that all persons involved in preparation for the elections get hold of a copy of the Election Regulations from an office of a Provincial Government, as well as any subsequent Proclamations.

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1. INTRODUCTION

THE IMPORTANCE OF LOCAL GOVERNMENT

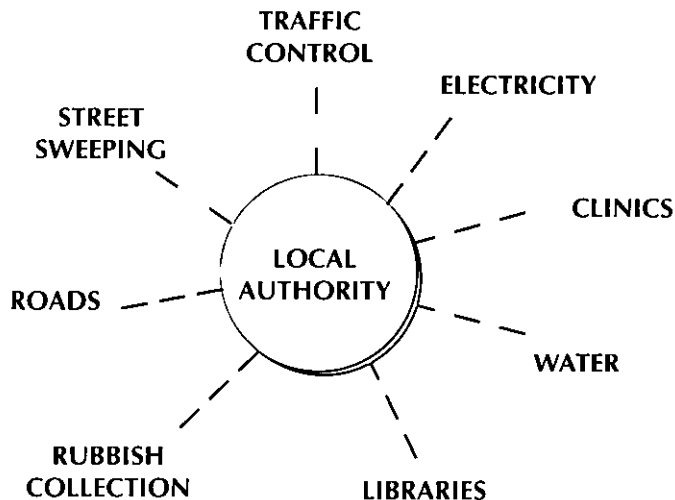
Many potential voters have raised questions about the forthcoming local government elections. These include:

- Why should I vote again? I voted last year;
- Why should I vote at all? Nothing has changed since I voted last year;
- What is local government all about? How does it affect me?

These and other questions have to be taken seriously by parties wishing to participate in the elections. There is a need to communicate with the electorate about the importance of local government, what it does, and how it differs from other levels of government.

The main functions of local government are usually well known. Local government is responsible for the delivery of a wide range of essential services: water, sanitation, rubbish collection, cleansing, roads, electricity, street lighting, fire protection, traffic control, clinics, libraries and recreational facilities.

SOME OF THE FUNCTIONS OF LOCAL GOVERNMENT



Less well known are the some of the other functions of local government, such as physical planning, management of urbanisation, and local economic development.

Local government also works with other levels of government to provide housing, education, welfare, health and safety and security. Many Reconstruction and Development (RDP) projects will be managed at a local government level.

Local government is part of a democratic system of government. It provides for representation at local level for local communities. It is the most accessible tier of government for most voters.

HOW DOES THE LOCAL GOVERNMENT TRANSITION PROCESS WORK?

The Local Government Transition Act (Act 209 of 1993), which was negotiated at the multiparty negotiation forum in Kempton Park, provides for three phases in the transition process:

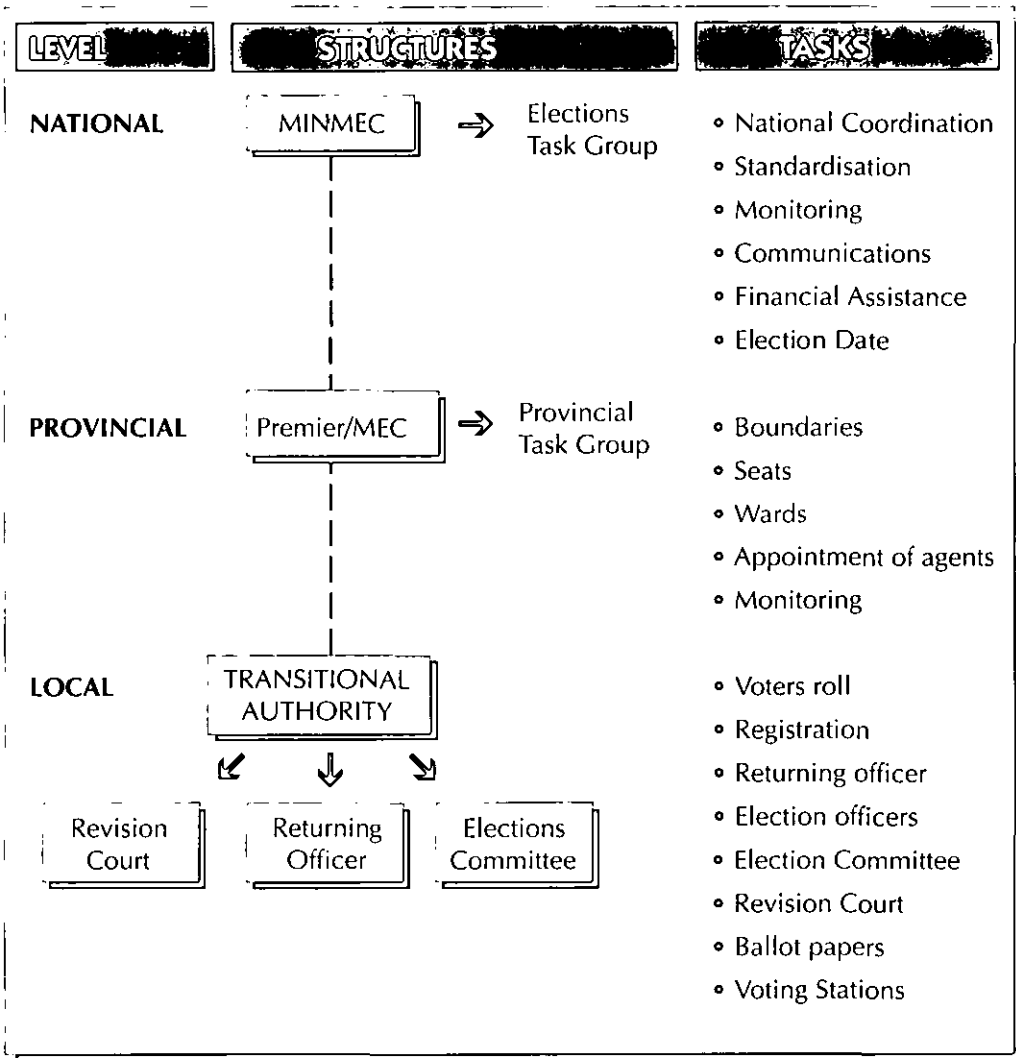
- **Pre-interim:** Representative local forums appoint 50/50 statutory/ non-statutory councils. These councils are in place until local government elections. One of their tasks is to make preparations for the elections.
- **Interim:** Elected transitional councils govern in terms of the interim constitution for a period of three to five years.
- **Final:** New local government elections are held in terms of the final constitution, as negotiated by the Constituent Assembly (CA).

The forthcoming local government elections therefore mark the transition from the **pre-interim** to the **interim** phase.

WHO IS RESPONSIBLE FOR THE LOCAL GOVERNMENT ELECTIONS?

In the previous election in 1994, the Independent Electoral Commission (IEC) was responsible for organising, administering and conducting the elections. The local government elections will be run on a very different basis.

Firstly, the elections will be conducted by structures of government, and not by an independent body. Secondly, the organisation and administration of the elections has been decentralised to the provincial and local tiers of government.



NATIONAL GOVERNMENT RESPONSIBILITIES:

Co-ordination of provinces; standardisation of election regulations; monitoring of preparations; voter communication; financial assistance to other levels of government; determination of election date.

The Minister of Constitutional Development and Provincial Affairs has overall national responsibility for the local government elections. The Minister and Deputy Minister meet on a monthly basis with the nine provincial MECs for Local Government. This structure is known as MINMEC.

MINMEC in turn has established an Elections Task Group, with a number of technical committees. The task group is chaired by Dr Van Zyl Slabbert and Mr Kehla Shubane. Each of the provinces are also represented on the task group. Other government departments are also represented on the task group. However, the task group is **not** a statutory body, and does not have responsibility for the actual running of the elections. Its task is to co-ordinate, monitor and advise government.

PROVINCIAL GOVERNMENT RESPONSIBILITIES:

Determination of area of jurisdiction of transitional authorities; determination of number of seats for each transitional authority; division of transitional authorities into wards; appointment of agents to conduct elections in areas where no transitional authority currently exists; and, monitoring of transitional authorities. The Premier also has the power to appoint inspectors and to investigate any documents relating to the elections.

LOCAL AUTHORITY RESPONSIBILITIES:

Preparation of a voters' roll by each transitional authority; registration of voters; appointment of a returning officer and election officers; appointment of three-person voters' roll revision court; appointment of three-person election committee to resolve disputes; printing of ballot papers; establishment of voting stations.

WHO WILL BE IN CHARGE OF THE VOTING PROCESS?

Each transitional authority must appoint a returning officer, who is responsible for the administration, organisation, supervision and conduct of the election for that transitional authority. This person thus plays a vital role in all aspects of the local government elections.

The regulations stipulate that the chief executive (town clerk) of the transitional authority shall **ex officio** be the returning officer. This can only be changed if two-thirds of the council agrees to appoint another person as returning officer six months before the date of the election. This means that if a council for any reason does not wish the town clerk to automatically be the returning officer, they must vote on this before the end of April.

Note that when a returning officer of a transitional authority appoints election officers, the regulations stipulate that efforts shall be made to ensure **racial and gender representation**. In addition, all election officers thus appointed are required to be completely impartial in their actions, manner and speech.

FINANCING THE ELECTION

National government has made funds available to transitional authorities, via the provinces, to cover a portion of the costs of the election. Transitional authorities need to prepare estimates of costs in order to qualify for financial assistance. Budgets should **inter alia** cover costs of registration; compiling and checking the voters' roll; establishment of a revision court; establishment of an election committee; appointment of a returning officer and election officers; issuing of proclamations; printing of ballots; establishment of voting stations; voting equipment; and, administrative costs.

WHEN DO WE VOTE?

A specific day for the local government elections has not yet been set. This is the responsibility of the Minister of Constitutional Development and Provincial Affairs, in consultation with the nine provinces.

However, the Minister and the nine provinces have determined that the elections shall take place not later than the month of October, 1995. This gives us an idea of the likely timeframe for elections.

2. LOCAL GOVERNMENT ELECTORAL SYSTEM

TYPES OF LOCAL GOVERNMENT

Before discussing the electoral system to be used in the forthcoming elections, it is useful to note the different types of local government.

The Constitution in Chapter Ten makes provision for three variants of local government structures: metropolitan; urban (also known as stand-alone towns); and rural. The term 'transitional authority' in the election regulations refers to a transitional metropolitan council, a transitional metropolitan substructure and a transitional local council.

STAND ALONE CITIES AND TOWNS:

The majority of cities and towns in South Africa are now transitional local councils, and have a single council with a single budget.

METROPOLITAN AREAS:

Local authorities in metropolitan areas (large cities such as Cape Town; Central Witwatersrand; Kempton Park; Pretoria and Durban) are structured at two levels: metropolitan council and local councils (substructures).

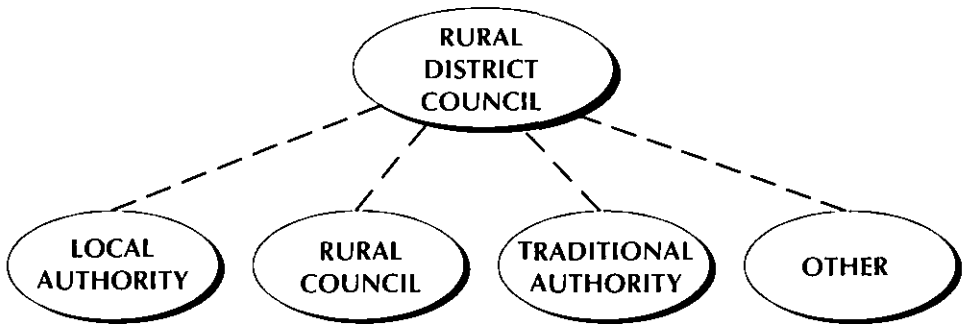
The powers and functions of metropolitan government are allocated between the metropolitan council and the local councils. (See Schedule Two of the Local Government Transition Act). Each council draws up its own budget. However, they do not form separate levels of local government. There is no fourth tier of government in metropolitan areas. The metropolitan level and the substructures *together* form local government in metropolitan areas.

The task of the metropolitan council is to coordinate planning and redistribute resources across the metropolitan area. The task of the local councils is to deliver services to people in their respective areas.

RURAL AREAS:

A system of rural local government is still being developed in South Africa. Each province has the responsibility to develop its own system according to local conditions. It is likely that very different forms of rural local government will be developed. Currently, six provinces have issued proclamations setting out the structures, powers and functions of rural structures in their province. The Western Cape Province is in the process of drawing up legislation.

RELATIONSHIP BETWEEN RURAL DISTRICT COUNCILS AND LOCAL COUNCILS.

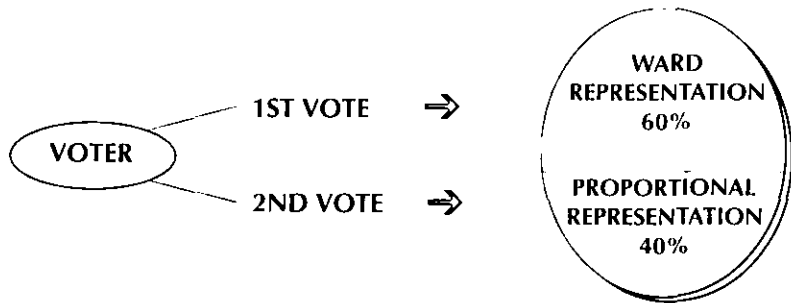


Note that this is a generic model. In reality, there are variations from province to province.

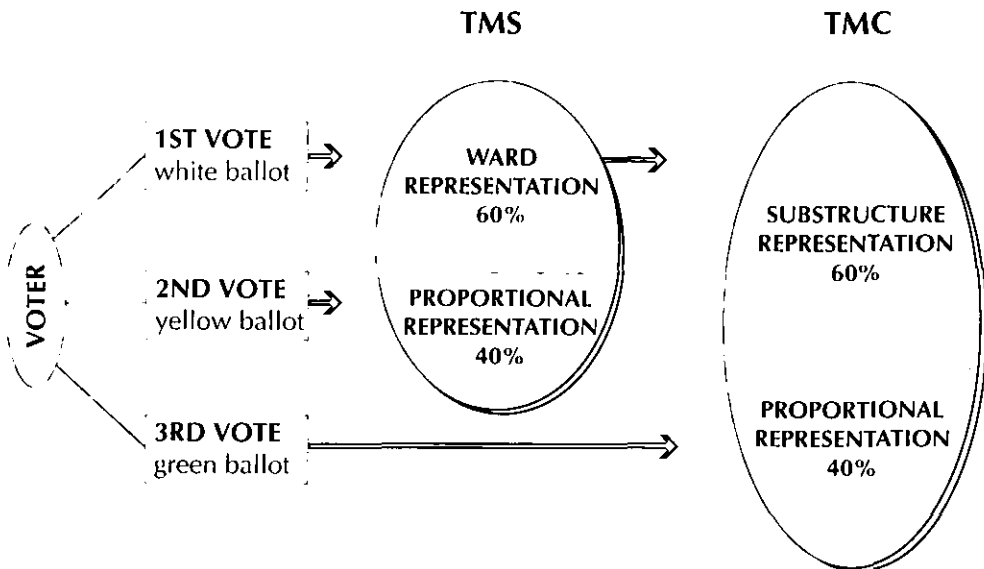
ELECTORAL SYSTEM

For purposes of voting in stand-alone, metropolitan and rural areas, people will have the same election system and voting procedures. All areas will elect councillors on the basis of a combination of two methods: a proportional representation (party-list) system (40% of councillors) and a ward system (60% of councillors). However, there will be three ballots in metropolitan areas and two in the stand-alone and rural areas.

VOTING IN STAND ALONE AREAS



VOTING IN METROPOLITAN AREAS



The third vote elects parties to 40% of the metropolitan council. Immediately after the election, substructures *nominate* the remaining 60% of metropolitan councillors on a proportional basis.

VOTING IN RURAL AREAS

The electoral system is a combination of a party-list system and a ward system. District councils may be formed in some rural areas and the system of representation in these structures will be based on democratic representation.

3. GUIDE TO THE ELECTION REGULATIONS

WHAT ARE ELECTION REGULATIONS?

Election regulations are the rules for conducting the forthcoming municipal elections. They cover **inter alia** the responsibilities of various levels of government; the appointment of election officers; the registration of voters; and, a timetable for the elections.

Election regulations have been issued by all nine Provincial Governments, in terms of the Local Government Transition Act (Act 209/93). They are the same in each province, because they were negotiated at national level before being published.

Election regulations were issued slightly later in Kwa-Zulu/ Natal than in the other eight provinces. This means that the timetable in Kwa-Zulu/ Natal is slightly different. However, election timetables in Kwa-Zulu/ Natal comes into line with those of the other provinces 100 days before election day.

Copies of the election regulations are available from Provincial Governments. It is recommended that anyone involved in the forthcoming elections gets hold of a copy of the regulations.

PREPARATION OF THE VOTERS' ROLL

A voters' roll is a list of voters drawn up for each transitional authority, on the basis of the number of people who come to register. The list must show the names of voters, in alphabetical order; their addresses; their ID numbers; and, the basis for their enrolment.

Local voters' rolls will, in future, be updated and used for provincial and national elections.



In the previous election, all that was needed to vote was an ID document on voting day. Now, voters must have ID documents and be registered on a voters' roll in the area where they live. A voter cannot vote anywhere in the country, as in the previous election. A person must vote in the ward in which they live.

Remember: No name on voters' roll, no vote on election day!

There is a ninety day timeframe for the registration of voters (January 27 – April 28, 1995, except for Kwazulu/Natal where registration is until May 3rd). If a person is not registered within this period, the right to vote is forfeited.

QUALIFICATIONS TO BE A VOTER

To qualify to register as a voter, a person must firstly be a South African citizen, or have permanent resident status in South Africa. Secondly, a person must be eighteen years of age or over. Finally, a person must be resident in the area of the transitional authority, or be liable for payment of rates or service charges to a transitional authority.

This last provision, a compromise negotiated during the multiparty negotiations, means that some people will be able to vote more than once, if they live in one council area, and own property or are liable for rent or service charges in another council area. However, a person cannot vote more than once for the same transitional authority.

The issue of voting in more than one substructure in a metropolitan area has been raised. According to the regulations, if a person qualifies to register in more than one substructure, they may vote in each of the substructures they are registered in, but only once for the metropolitan council.

If a person is 17 years old at time of registration, but will be 18 years old on election day, the person should also register.

To register to vote, a person must fill in form ER1. Forms can be obtained from the transitional authority in each area. Distribution points will be extended to other public buildings and employment premises to allow easy access and speedy registration. A person does not have to physically go into the offices of the local authority to register. Parties and other

organisations may distribute and collect registration forms, and return them in to the transitional authority. They may also be posted.

Persons who are illiterate may make use of an oral registration procedure.

There are severe penalties for anyone found to be deliberately providing false information on a registration form.

Parties should encourage transitional authorities to be pro-active in their efforts to register voters. It is the duty of the transitional authority to establish administrative structures to handle voter registration, and to appoint a voter registration officer. It is also the duty of the transitional authority to fix an address for a voter, should the person applying for registration not have a fixed address. However, in terms of the regulations, the onus is on the individual to register.

In an area where no transitional authority exists, for example, some rural areas, the provincial government must appoint another body as an agent to register voters. Some provinces have delegated responsibility for voter registration to Regional Services Councils (or Joint Services Boards in Natal/ Kwa-Zulu). Some provinces have reconstituted the RSCs, in terms of the Local Government Transition Act.

No person is excluded from registering to vote and voting on election day if they are behind on payments for service charges or rates. The provision on service charge and rates arrears in the regulations only affects a person who wishes to stand as a candidate (see nomination of candidates below).

Many people still do not have ID books, which form the basis for registration. This problem has been solved in the following way: if a person applies to the Department of Home Affairs or a Magistrate's court for an ID Book now, they will be given a receipt, on which will appear their photograph, address, date of birth and special number.

This receipt can be used for registration.

The applicant will therefore not have to wait several months to get an ID book in order to register. However, by the time of the

election, the person must be in possession of their ID book in order to vote. The ID application receipt will not be sufficient.

Many people have been issued with ID books since the April 1994 elections, but have not collected them. This is because many people do not know that their ID Books have been issued. Individuals and parties should check with Home Affairs regional offices in each province.

Many people have asked: 'How can I be sure that my name has been included on the voters' roll, once I have completed and handed in my form? Will I get a receipt?

No receipts are issued to persons who have sent in registration forms. The time to check whether a person is on a voters' roll is during the period after April 28, once the initial three month registration period is completed. If a person has made application to be registered, but has been left off a voters' roll by mistake, they can make a claim to be registered.

In terms of the regulations, certain categories of prisoners, imprisoned for serious offences, are not permitted to vote. Possible arrangements to register prisoners who do not fall into this category are being discussed at national political level.

CHECKING AND FINALISING THE VOTERS' ROLLS

On April 28, the 90-day voter registration period ends. During the following ten weeks (April 28 to mid-July), the voters' rolls are checked, revised and finalised according to a particular procedure laid down in the regulations.

CHECKING AND FINALISING THE VOTERS' ROLL

STEPS TO CHECK, REVISE AND FINALISE VOTERS' ROLLS

PROCESS	TIMEFRAME
Registration ↓	Jan 27 – April 28
Voters' Roll open for inspection within 14 days of April 28 ↓	21 days
Claims and objections lodged ↓	7 days
Inspection of claims and objections ↓	7 days
Further objections ↓	7 days
Each claim and objection sent to Revision Court be settled ↓	3 days
Printing of final voters' roll	Approximately mid-July

Within 14 days of the closing of registration, the transitional authority must compile, print an interim voters' roll, and allow the interim voters' roll to lie open for inspection for 21 days.

During the 21 day inspection period, and for an additional seven days, any person can ***lodge a claim*** to be placed on the voters' roll if they have been omitted, or ***lodge an objection*** if they feel that someone should not be on the roll.

Any person then has a further seven days to inspect the various claims and objections, and an additional seven days to lodge any further objections.

Once this process has been completed, all claims and objections are sent to a revision court. A revision court consists of three persons appointed by the transitional authority, one of which must be a legally-trained person. The revision court has between seven and 14 days to hear and decide on claims and objections. The court proceedings are open to the press and public.

Once the revision court has completed its tasks, a final copy of the voters' roll is signed by the Revision Court. Copies can be purchased from the transitional authority by any member of the public.

Once a voters' roll has been completed (by approximately mid-July), there can be no further additions or deletions. This means that if a person moves after this date, they cannot transfer their registration to a new address.

FINALISATION OF BOUNDARIES, SEATS AND WARDS

The Premier of a province, after inputs from transitional authorities, and advice from the Local Government Demarcation Board, must determine the area of jurisdiction of all transitional authorities. This includes the area of jurisdiction of metropolitan areas and substructures, as well as transitional councils. These boundaries can be reviewed and changed by the Premier up to three months before the day of election.

The Premier must also determine the number of seats for each transitional authority. In rural areas the number of seats will include the number of traditional leaders who have ex officio membership of the council. The number of seats determines the number of councillors serving on a council.

Compared to the pre-interim period, when statutory and non-statutory councillors were appointed on an inclusive and therefore expanded basis, the number of elected councillors is likely to be reduced.

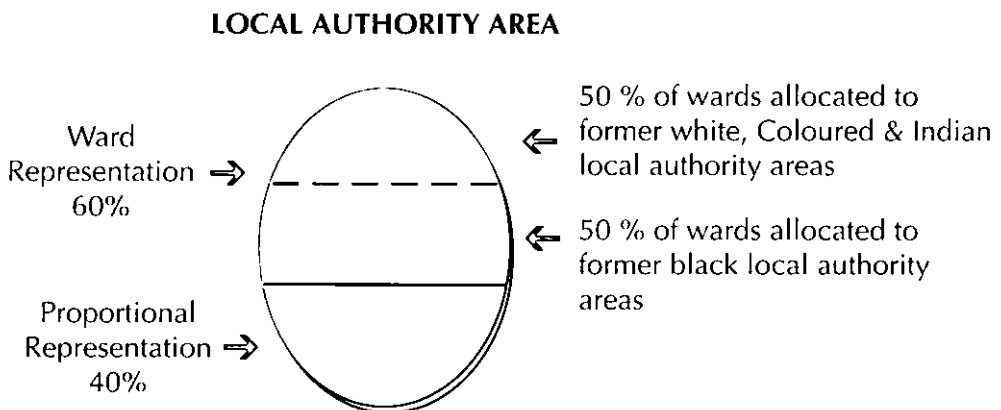
The Premier, after inputs from transitional authorities, and on the advice of the Demarcation Board, must also divide each transitional authority into a number of wards. A ward is an area within a transitional authority that will elect a councillor to

represent it on the council. Ward representation makes up 60% of the number of councillors.

Wards can only be delimited once the voters' rolls have been completed. There are a number of criteria for the delimitation of wards that must be observed. They are:

- Geographic and man-made features (mountains, rivers, roads; buildings);
- Availability of suitable premises for voting;
- The numbers of voters in each ward;
- The total number of seats;
- Inputs from the transitional authority concerned; and,
- Clause 245 of the Constitution, which stipulates that 50 % of wards must be located in the area covered by the former white local authority or authorities (including the former Coloured and Indian Management Committee areas), and 50% of the wards must be located in the area covered by the former black local authority or authorities.

ALLOCATION OF WARDS ON A 50/50 BASIS



In a normal ward delimitation process, an equal number of voters are allocated to each ward (usually with a margin of 15% above or below the agreed average number of voters in a ward). However, because of the negotiated compromise clause in the Constitution, more wards will be allocated to areas with smaller numbers of voters (the former white local authority areas) than there would normally have been. The opposite effect is achieved in the Western Cape, where demographics are different. The effect of clause 245 of the Constitution means that wards may not have the same number of voters, and therefore elected councillors may represent different numbers of voters.

NOMINATION OF CANDIDATES

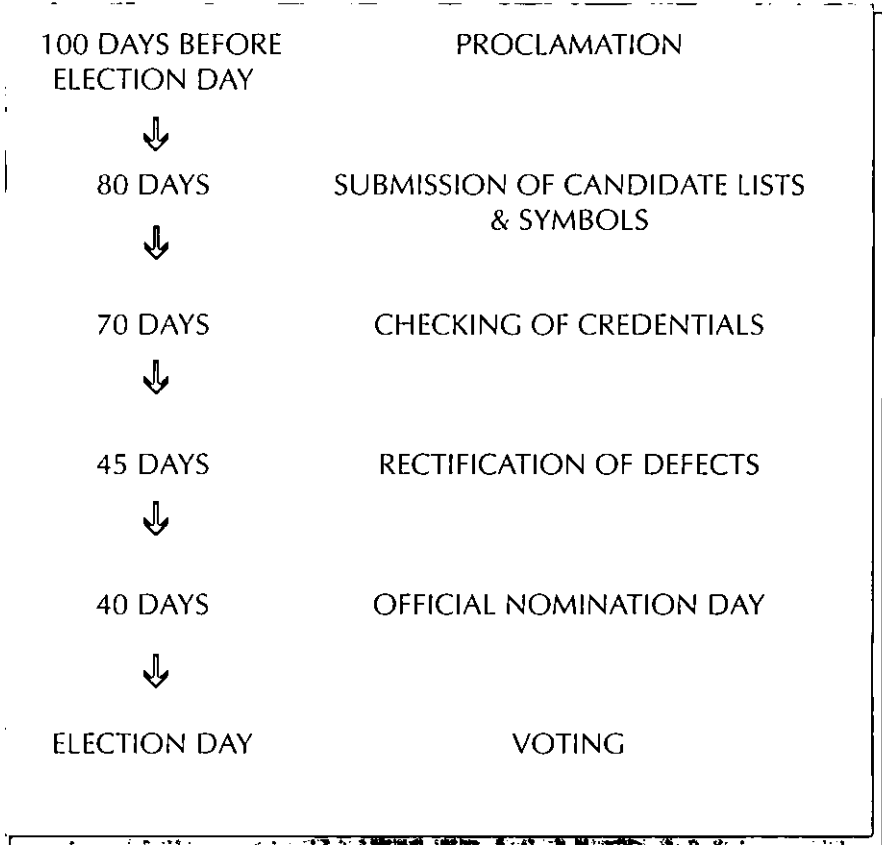
The process of nomination of candidates starts 100 days before the election day, with a proclamation issued by the transitional authority inviting ward candidates and parties to register.

Persons who have been enrolled on an appropriate voters' roll can be nominated as candidates. There are however a number of disqualifications which apply to:

- National MPs, Senators and members of provincial legislatures;
- Persons serving a sentence of imprisonment of more than 12 months without the option of a fine;
- Persons who three months, or more, in arrears in respect of rates, rent, service charges or any other charges;
- Employees of any transitional authority (although an employee can apply to the Premier for exemption).

A candidate must reside in the area of the transitional authority for which he or she is standing, and be registered on the voters' roll. A candidate cannot be nominated for any other transitional authority. A candidate may only contest one ward or appear on one party list.

DEADLINES FOR NOMINATION OF CANDIDATES



The returning officer of the transitional authority will issue a proclamation 100 days before election day, calling for nomination of party candidates for proportional representation and wards, and nomination of independent candidates for wards. This proclamation will also specify the election date, the hours of voting, the date for submission of nominations, and, the date of nomination day. If the election day is the end of October, then proclamations will be issued around July 23.

The local government election is not confined to political parties. Any local organisation, whose purposes relate to local government matters, can put up a candidate or candidates.

In making their nominations, parties and individuals must include symbols to be used on ballot papers. Parties standing on the party list must raise money for a deposit (a cash equivalent of 1% of registered voters in the transition authority); ward candidates must

collect a list of names which are equal to 2% of registered voters in the appropriate ward. These figures will be confirmed by the returning officer within five days of issuing the proclamation (55 days before nomination day).

A list of candidates and symbols must be submitted to the returning officer within 20 days of the proclamation (80 days before election day). The returning officer will then check the nominations to make sure that candidates meet all the requirements, and are not subject to any disqualifications.

If any nominations are not in order, the returning officer will reject a candidate within 10 days of submission of nominations (70 days before election day). The returning officer must give the party or individual a further 25 days to rectify any defects, and resubmit nominations (45 days before election day). The returning officer must also publish a list of voting stations in each ward 60 days before election day.

The returning officer will formally announce the names of parties and candidates 40 days before election day. This is called nomination day. Nomination day formally **ends** the nomination process, and marks the beginning of the election campaign. The returning officer must formally publish the full name and address of the registered parties, the symbols to be used, and a list of party candidates.

PREPARATIONS FOR ELECTION DAY

Once candidates have been announced, each transitional authority must print two ballot papers, one for the party list and one for the ward candidates. In metropolitan areas, an additional party list ballot for the metropolitan council must be printed.

There will be a separate ballot paper for every ward and every local authority in the country. This is very different to the previous election, where there was only one national ballot and nine provincial ballots.

The printing of campaign materials and posters for candidates and party-list candidates is the responsibility of the candidates and parties themselves.

DIFFERENT TYPES OF BALLOTS

WARD BALLOT (WHITE): Voting for a ward candidate

NAME	SYMBOL	MARK

PR BALLOT (YELLOW): Voting for a party

NAME	SYMBOL	MARK

METRO PR BALLOT (GREEN): Voting for a party

NAME	SYMBOL	MARK

Transitional authorities are responsible for security control over process of printing and accounting for ballot papers.

Because of the decentralised process of printing of ballot papers, the administrative problems associated with the previous election, in getting sufficient ballot papers to the correct voting stations, is unlikely to reoccur.

ESTABLISHMENT OF VOTING STATIONS

A transitional authority is responsible for the selection of sites for voting stations, and for the security of the sites.

At least sixty days before election day, the transitional authority will divide each ward into a number of voting stations. The regulations stipulate that in former white local authority areas, there must be at least one voting station for every 4 000 voters; in former black local authority areas, there must be at least one voting station for every 2 500 voters. This is to ensure that mainly first-time local government voters have easy access to voting stations.

The transitional authority must also purchase and make available the necessary equipment, such as ballot boxes, pens, an official seal, forms, envelopes, and copies of the regulations, for use on election day.

VOTING ON ELECTION DAY

The regulations stipulate that no political campaigns can take place during the 48 hours before election day.

Unlike the previous election, there will be only one day of voting. The voting stations will open at 07h00 and close at 22h00 on the same day.

No extension of hours will be permitted. If anything has gone wrong at a particular voting station, the election in that particular ward or local authority will be declared null and void, and the election must be repeated at later date.

Special provisions will be made for people who cannot write, or who wish to have assistance in voting.

Once voting stations have closed, ballot boxes will be sealed and transported to counting areas. The returning officer will declare the results on a ward by ward basis as soon as the counting has been completed.

Councillors will be elected for a minimum period of three years, or longer, if so decided by the province.

In metropolitan areas, the substructures must meet within 21 days of the election to nominate their proportion of representatives onto the metropolitan council. The proportion is determined by the number of registered voters in each substructure.

ELECTION TIME TABLE:

COUNTDOWN TO ELECTIONS

Please note that these time lines only give an approximate indication of when election preparations need to commence and finish. A final timetable will be made available once the date of the election has been announced.

VOTER REGISTRATION	JAN 26 TO APRIL 28
DEMARCATON OF BOUNDARIES	JAN 26 TO APRIL 28
DETERMINATION OF NUMBER OF SEATS	MID FEB TO END APRIL
DELIMITATION OF WARDS	END APRIL TO MID JULY
PRINTING OF DRAFT VOTERS' ROLLS	
PUBLIC INSPECTION OF DRAFT VOTERS' ROLLS	END APRIL TO MID JULY
LODGING OF CLAIMS AND OBJECTIONS FURTHER OBJECTIONS	
REVISION COURTS FINALISE ROLLS	MID JULY
NOTICE PUBLISHED REGARDING DATE OF ELECTION, NOMINATION & REVISION OF PARTIES	THIRD WEEK JULY
DIVISION FOR VOTERS' ROLLS INTO WARDS AND VOTING STATIONS	THIRD WEEK JULY TO END OF AUGUST
SUBMISSION OF CANDIDATE LISTS & SYMBOLS	MID AUGUST
NOMINATION DAY	THIRD WEEK SEPTEMBER
ELECTIONS	END OCTOBER

4. GLOSSARY OF TERMS

- BALLOT:** A piece of paper on which a mark is made against the name of a particular candidate or party;
- CANDIDATE:** A person who is qualified to contest a seat on the council of a local authority;
- COUNCIL:** The political structure of a local authority;
- ELECTION OFFICER:** The returning officer and any other officer involved in the election dealing with matters such as compiling the voters' roll; organising and controlling and presiding over a voting station; counting votes; translating documents, etc;
- LOCAL AUTHORITY:** An administrative structure, managed by a group of councillors elected by the people who live in the area. Also known as a 'municipality';
- LOCAL GOVERNMENT:** The third tier of government;
- ORDINARY RESIDENT:** Means resident at the home or place where he or she normally lives and to which he or she returns regularly after any period of temporary absence;
- PARTY:** Any local organisation, body or voluntary association, including a registered political party, which has purposes which, among others, have relevance to local government matters;
- PARTY LIST:** A list of candidates put forward by a party for purposes of contesting the proportional representation part of an election in a local authority;
- PROPORTIONAL REPRESENTATION:** A system where parties are allocated a number of seats on the basis of the number of votes received by each party;
- METROPOLITAN AREA:** A densely populated, industrialised urban area, with several local authorities, and more than one central business district and shopping area;
- METROPOLITAN COUNCIL:** A council covering the whole of the metropolitan area.

- MINMEC:** A consultative body of the Minister for Constitutional Development and Provincial Affairs with the nine provincial MEC's for local government that meets once a month.
- NON-STATUTORY:** A non-statutory organisation is one that was not included in local government under the previous dispensation;
- RETURNING OFFICER:** The person appointed by a transitional authority to manage the election for that transitional authority;
- STAND-ALONE TOWN:** A town or city that is not part of a metropolitan area;
- STATUTORY:** A statutory organisation is one that was included in local government under the previous dispensation;
- SUBSTRUCTURES:** Local councils within a metropolitan area;
- TRANSITIONAL AUTHORITY:** A transitional local council, transitional metropolitan substructure and transitional metropolitan council;
- TRANSITIONAL PHASES:**
- PRE-INTERIM PHASE:** The period of appointed transitional councils before the local government elections;
- INTERIM PHASE:** The period of elected transitional councils until a second set of elections to be held under the final Constitution;
- FINAL PHASE:** The period where local authorities are elected in terms of the final Constitution;
- VOTERS' ROLL:** A list of names of persons eligible to vote for a particular local authority;
- VOTING STATION:** A place where a person votes;
- WARD:** A sub-division of a local authority area which can elect a councillor or councillors to represent residents living in the ward on the local authority.

This important booklet is a guide to the forthcoming local government elections, and, in particular, to the Election Regulations. It is aimed at all persons involved in preparations for elections, especially from transitional metropolitan and local councils, non-governmental organisations and community-based organisations.

It has been produced by the Institute of Local Governance and Development (INLOGOV), a national research and training organisation, and Project Vote, a democracy education organisation.

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