



WESTERN CAPE PROVINCIAL COMMUNITY POLICE BOARD (WCPCPB)



GUIDELINES ON CPF ELECTIONS AT ANNUAL GENERAL MEETINGS (AGMs)/ SPECIAL ELECTIONS FOR COMMUNITY POLICE FORUMS (CPFs) AND BOARD STRUCTURES, 2024-2027

Schedule

Chapter 1

INTERPRETATION, APPLICATION, AND OBJECTS OF THE GUIDELINES

1. DEFINITIONS

In these Guidelines, unless the context indicates otherwise:

“Act” refers to the South African Police Service Act 68 of 1995;

“Associations” shall refer to all Community Safety Structures that choose to form formal or informal relationships whose purpose shall not be in conflict with the South African Police Service, the Community Police Forums and Boards and the Department. Associations may Register with the local Community Police Forum and they shall not have any voting related rights and they shall not represent individual Community Safety Structures as a collaborative at any level. An exception to this definition may apply to independent structures, as the context may indicate, and where their name contains the word ‘Association’;

“Block Watch” refers to a safety structure formed by residents, similar to a Neighbourhood Watch, but operating in a smaller specific geographic area, usually consisting of a few streets;

“Board” refers to Provincial Community Police Board, as well as the District and Sub-District Community Police Board, established in terms of sections 20 and 21 of the Act;

“Community Safety Structure” or **“Community Safety and Support Structure”** refers to an all-encompassing phrase and shall include individual Neighbourhood Watches, Sector Safety Forums and Sub-Forums, Community in Blue, Street Committees, Street Watches, Block Watches, Farm Watches, Flat Watches, Business Watch, Community Volunteers and any other structured community safety and support groups and activities deemed to be related to the definition as set out herein. Structures established exclusively by the Department and under the Department’s direct management and oversight, and whose functions do not contradict any part of this Constitution, such as accredited NHWs, shall be excluded from this definition. This definition should be read with the definition of Association;

“Community in Blue” or **“CIB”** refers to the initiative of establishing and functioning of community based voluntary patrollers, as defined by the ‘South African Police Service Community in Blue Concept’ document. CIB patrollers are

directed by the SAPS during operations. CIB patrollers are selected, and may be deselected, by the local CPF and are also managed by, and accountable to, the local CPF. The local CPF should refrain from managing CIB patrollers

during active operations while they are being directed by SAPS. Disputes and disciplinary actions should be addressed following this Constitution;

“Community Policing” refers to organizational strategies of SAPS and other law enforcement agencies, involving a proactive reliance on community resources that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime;

“Clustering” refers to the grouping together, for the purpose of representation in the Forum or Sub-Forum, of groups and organizations with more or less the same aims and objectives. Each political party will thus have one representative on the Forum or Sub-Forum;

“Community-based Organizations” refers to Governmental and Non- Governmental Organization operating from the Jurisdiction of the Forum or Sub-Forum;

“Constitution” refers to this Western Cape Uniform Constitution for Community Police Forums and Boards 2024;

“Days” excludes Saturdays, Sundays and South African proclaimed public holidays, unless otherwise indicated;

“Department” refers to the Western Cape Government’s Department of Police Oversight and Community Safety;

“Designated Member” means a person properly mandated in writing by his or her organization or institution to represent such an institution or organization in the Forum or Sub-Forum;

“Executive Committee” means the committee elected by a Community Police Forum, Sub-Forum or Board which is responsible for the day-to-day running of the affairs of the Forum, Sub-Forum or Board;

“Ex-Officio Membership” “refers to membership held by a member of a Forum in the Forum after his or her election as a Chairperson of the District and to the Sub-District Board. Such membership also includes local Municipal Councillors, Ward and Proportional Representational (PR) Councillors. This definition should be read with paragraph 11 (Voting) and sub-paragraph 11.6.2 (voting) of this Constitution;

“Farm Watch” shall be considered similar to “Neighbourhood Watch” where two (2) or more farms are members. An individual farm shall be considered like a “Block Watch” as defined herein;

“Forum” refers to Community Police Forum and Sub-Forum established in terms of section 19 of the Act;

“Impartial Person” or **“Impartial Organization”** refers to a person and/or organization specifically referred to as such and includes designated officials of the Department and excludes members of the SAPS;

“Jurisdiction” refers to the area served by a Sub-Forum, a Forum and a Board;

“Law Enforcement Agencies” refers to municipal law enforcement officials, traffic officials, traffic wardens, etc.;

“Legal Official” refers to a legally qualified official of the Legal Services Component of the Service;

“Member” means any member of the Forum, Sub-Forum or Board, elected, co-opted and those whose application for membership of the Forum and Sub-Forum was approved or renewed in terms of this Constitution, excluding individuals from the general public, but including individuals holding Ex-Officio Membership and Statutory Members designated to the Forum, Sub-Forum or Board.

“Misconduct” means a contravention by a Member of any of the determinations of the Constitution and/or the Codes of Conduct of the different Forums or Boards;

“Municipal Police” or **“Municipal Police Service”** means a municipal police service established in the province in terms of section 64A of the Act;

“Neighbourhood Watch” or **“NHW”** refers to a safety structure formed by residents, businesses and other organizations, within a defined and specific geographic boundary, through a democratic election process. NHWs shall Register with their precinct Community Police Forum and subject themselves to vetting, screening and book-on and off processes as a condition of operation. Only one (1) accredited NHW structure may exist per area/geographic boundary as determined by the precinct Station Commander in conjunction with the CPF. This provision must be read with section 6 of the WCCSA;

“Non-Governmental Organizations” or **“NGO”** refers to independent organizations in the community not affiliated to Government such as civic organizations, NICRO, etc.;

“Notice” refers to a written notice of which receipt can be acknowledged;

“Office-bearer” means any Member who is elected by the Forum, Sub-Forum or Board to the Office of the Chairperson, Deputy Chairperson, Secretary, Deputy Secretary, Treasurer, Project Co-ordinator, Deputy Project Co-ordinator, Public Relations Officer and Deputy Public Relations Officer. This definition excludes additional Members, co-opted and individuals holding Ex-Officio Membership;

“Paragraph” refers to the numbered paragraphs of this document;

“Proxy” refers to a person properly mandated in writing to represent a designated representative of an organization;

“Political Organization” or similar reference, refers to a political party registered with the Electoral Commission of South Africa, and in a position to contest an election in the ward covering the policing precinct of the Forum or Sub-Forum;

“Register” means to register with a Forum or Sub-Forum;

“Responsible Person” refers to an official of the Department or a member of the SAPS Provincial Office responsible for Forums, Sub-Forums and Boards;

“Screening” or **“Screening Process”** refers to the screening process where a person to be screened must reply to the questions on the prescribed form. As part of the screening, the Crime Information Office at the Station must attempt to confirm the applicants’ replies on the form and supply a comment and a recommendation for the purpose of considering the confirmation of membership of the Forum or Sub-Forum;

“Sector” means a geographical area within a SAPS precinct demarcated by the Station Commander in consultation with the relevant Community Police Forum or Sub-Forum;

“Sub-Forum” refers to a sub-forum, established in terms of section 19(2) of the Act, for a Sector;

“Statutory Member” refers to a member of the Forum, Sub-Forum or Board designated in terms of sections 19(3), 20(3) and 21(3) of the Act. This also includes SAPS reservists and members of the Municipal Police Service;

“Special Elections” refers to elections of Chairpersons and Deputy Chairpersons in terms of the Transitional Plan and Arrangements (Section 27) of the Constitution; (*The Transition Period starts May 2024 –March 2027*)

“the Service” refers to the South African Police Service;

“Term of Office” refers to the period for which an elected Executive Committee shall hold office, for both Forums and Boards, which is five (5) years; and (This is subject to the provisions of the Transitional Plan and Arrangements. *For station CPFs starts between September and December 2024. For Sub-Districts & Districts between January 2025 and February 2025 and for the Provincial Board in March 2027*)

“Victim Support Structures” include structures such as victim friendly facilities, victim support volunteers, safe houses or centres, youth and elderly support programs, witness support and other similar structures; and

“WCCSA” refers to the Western Cape Community Safety Act 3 of 2013.

2. APPLICATION OF THE GUIDELINES

2.1 INTRODUCTION

The first Uniform Community Police Forums (CPF) and Boards Constitution for the Western Cape Province was adopted in October 2004 by the Provincial CPF Board, after a Provincial Community Police Forum (CPF) conference that was held in March 2003.

An amendment to the 2004 Uniform CPF Constitution was made in 2006 with the phasing out of the “SAPS Areas”, as it changed over to “Clusters”. Since there was no structure to elect the Western Cape Provincial CPF Board (the Provincial Board), Members and Executives of the Board served an extended term from 2005 until 2010.

In September 2007 a Provincial CPF conference was held with several hundred CPF and SAPS delegates at Sea Point (Cape Town). After the conference a series of Cluster workshops were held with all CPF's in the Province where inputs were requested for amendments to the 2004 CPF Constitution and the Neighbourhood Watch Code of Conduct. The Provincial Board finalized these amendments at a work session in Stellenbosch in August 2008. Shortly afterwards, in 2008, the process was halted because SAPS Head Office (Pretoria) was considering a National CPF Board Structure and Constitution, which was later converted into a National Consultative Forum in the interim, pending amendments to the SAPS Act 68 of 1995, and SAPS guidelines and instructions on sector policing, clustering, rank-title changes from station commander to station commissioner, functioning of Neighbourhood watch structures, and the like, to give further direction on the matter. The Uniform CPF Constitution was thus amended and adopted in March 2010.

In 2017 a task team was appointed to amend the 2010 Uniform CPF Constitution. The team held several meetings and workshops with the Provincial Board, the Western Cape Government: Department of Police Oversight and Community Safety (POCS), SAPS, CPF Cluster Chairpersons and gathered feedback from complaints and issues dealt with by the partners in the preceding ten years. The 2017 task team's activities were placed on-hold in 2018 due to changes pending in legislation affecting SAPS and CPFs. SAPS also initiated a national organizational change, moving from "Clusters" into "Districts". The COVID19 pandemic period from March 2020 until about March 2022 also prevented further work on the amendments and updates to the CPF constitution.

After it's re-establishment in 2022, the Provincial Board re-appointed the task team to amend and revise the March 2010 Uniform CPF Constitution in order to bring it into alignment with changes in national and provincial legislation, SAPS changes, guidelines and instructions, and much needed updates to the Uniform Constitution to enhance the governance, oversight, accountability, functionality and conduct of Community Police Forums and Boards in the Western Cape. During 2023 provincial CPF summits were held across the province with hundreds of delegates from CPFs, SAPS and POCS in attendance. Cluster workshops were also setup where input and feedback were solicited for consideration during the amendment and revision process, culminating in the officially amended and revised Uniform Constitution for Community Police Forums and Boards 03/2024.

Therefore, these guidelines are read in conjunction with the Uniform Constitution (this Constitution), the Western Cape Community Safety Act 3 of 2013, applicable SAPS Instructions and referenced Appendices. Presented as follows:

PREAMBLE

WHEREAS the principle of Community Policing is enshrined in the Constitution of the Republic of South Africa, 1996, and the Constitution of the Western Cape, 1998, Chapter 7 of the South African Police Service Act 68 of 1995, the South African Interim Regulations for Community Police Forums and Boards, 2001, and the Western Cape Community Safety Act 3 of 2013;

AND WHEREAS it is recognized that all members of the South African Police Service and the community share the responsibility, although interdependent on each other, to ensure a safe and secure environment for all of the people in the Western Cape Province;

AND WHEREAS it is incumbent on every Member of a Community Police Forum and Board to ensure that the partnership between the Community and SAPS is maintained in all the South African Police Service precincts in the Western Cape Province and that all Community Safety and Support Structures are monitored and guided to act within the Law.

- The Western Cape Uniform Constitution for Community Police Forums and Boards 03/2024; (the Constitution), provides that the Annual General Meetings (AGMs) of Sub-Forums and Community Police Forums (CPF's) at station level must be convened from **September to December of the election year (that is, 2024) (refer to Appendix B).**
- Sub-Districts and Districts from **January to February of an election year (that is, 2025); (refer to Appendix B (1); and**
- The Provincial Board shall have its Annual General Meeting (AGM) **in March of an election year (that is, March 2027); (refer to Appendix B (2), However, in March 2025, the Provincial Board must have its reporting Annual General Meeting (AGM).**

- The Guidelines set out in this document have been developed to guide the election process and to ensure that it is transparent, free and fair. **The Guidelines are being issued in terms of Sections 8, 9, 10, 11 and 27 of this Constitution, 2024, read with Section 3(f) of the Western Cape Community Safety Act, 2013 and Section 5(i) of the Civilian Secretariat for Police Service Act, 2011.**

3. LEGISLATIVE AND POLICY FRAMEWORK

- The Constitution of the Republic of South Africa of 1996 (the Constitution);
- The South African Police Services Act 68 of 1995 (the SAPS Act);
- Western Cape Community Safety Act 3 of 2013 (the WCCSA);
- The Western Cape Uniform Constitution for Community Police Forums & Boards (the Constitution);
- Civilian Secretariat for Police Service Act 2 of 2011 (the Secretariat Act);
- South African Police Service Interim Regulations for community police forums and Boards of 2001 (the Interim Regulations);
- White Paper on Policing, 2016.

4. MOTIVATION

The objectives of community police forums and Boards are set out in the SAPS Act, section(s) 18(1), which states that: "The Service shall, in order to achieve the objectives contemplated in s 215 of the Constitution, liaise with the community through community police forums and area and provincial community police Boards, in accordance with sections (ss) 19, 20 and 21, with a view to:

- (a) establishing and maintaining a partnership between the community and the Service;
- (b) promoting communication between the Service and the community;
- (c) promoting co-operation between the Service and the community in fulfilling the needs of the community regarding policing;
- (d) improving the rendering of police services to the community at national, provincial, area and local levels;
- (e) improving transparency in the Service and accountability of the Service to the community; and
- (f) promoting joint problem identification and problem-solving by the Service and the community."

The Department of Police Oversight and Community Safety (POCS), in as far as budget and capacity allows will act as an independent body during the special elections and elections of Executive Committees of Forums, Boards and Structures.

The promotion of community police relations and the establishment of partnerships are echoed and reinforced in the Secretariat Act. Section 17(2)(b) of this Act states that Provincial Secretariats must:

- Promote community police relations;
- Establish and promote partnerships; and
- Manage the enhancement of community safety structures within the province.

The Constitution of the Republic of S.A, the SAPS Act, the Secretariat Act all emphasize the principle that a partnership between the police and communities is essential to effective police service delivery. Therefore, the White Paper on Safety and Security (2016), as well as the Community Policing Policy, 2016, presents policy proposals intended to establish stable and effective governance institutions, both inside and outside of government, capable of fulfilling their safety mandate to the people of South Africa.

The constitutional mandate and legal framework emphasize the role of communities through CPFs as vital to the prevention of crime and in ensuring transparency and accountability of the police in law enforcement and service delivery.

- A checklist (Appendix D), for the run-up to and for conducting an AGM and special elections in terms of the Transitional Provisions has been developed in order to provide more structure to this process. The checklist identifies the processes and tasks that should be undertaken before the AGM/ special elections (mostly compliance issues); at the AGM/ special elections (mostly operational issues); and after the AGM/ special elections (monitoring and interventionist, if needed). It must be used to identify whether processes are in place to proceed with the conducting of the AGM/special elections, and also point out and identify possible shortcomings in the arrangements.
- A Checklist proposes two reference documents, which can be used should additional information be required:
 - a) The Western Cape Uniform Constitution for Community Police Forums & Boards (the Constitution) – guides the procedures at AGMs/special elections so that issues, such as **notices, timeframes, members whom are eligible to vote, quorums**, etc. are addressed and guides the Constitutionality of the Election process;
 - b) The CPF Policy Guidelines for AGM elections – the development of a CPF policy for AGMs that will deal with procedural matters pertaining to the AGM checklist, where all the registers and documents that are not mentioned in the Constitution, but is of major importance for the smooth running of the AGM, are explained, e.g. **the list (database) of member organizations, the registration process, the attendance registers and the invites to POCS and the Sub-District and District Chairpersons**, are key documents to ensure that the AGM/special elections runs procedurally and effectively.

5. GUIDELINES FOR AGM ELECTIONS

A. COMMUNITY POLICE FORUM STRUCTURES

5.1. Guidelines for SAPS Station Commanders

- 5.1.1 All SAPS Station Commanders, in consultation with CPF Executives, must convene elective AGMs between **September and December 2024 (refer to Appendix B)**
- 5.1.2 Organisations (existing and new) intending to vote at the AGM must register with the CPF on the prescribed form and shall submit all required and requested

documentation to establish the legitimacy of the organisation and its members and may include the organisations 'screening and vetting requirements;

- 5.1.3 The SAPS Station Commander and the CPF Executive are responsible to approve/ disapprove organisations applying for membership to the CPF, as directed by the criteria on the prescribed form – see Appendix A;
- 5.1.4 Should an application be disapproved, it must be communicated to the applicant, organisation or a member of the Forum or Sub-Forum in writing, at least **twenty-one (21) days before the AGM**, and reasons for the decision must be provided;
- 5.1.5 Should a dispute arise due to the rejection of an organisation, the applicant, organisation, may after receiving such a reply, appeal to the next higher Forum or Board **within seven (7) days** and the reply must be supplied **within fourteen (14) days** after the receipt of the appeal.
- 5.1.6 The SAPS Station Commander must provide POCS with a copy of the database of all the CPF member organisations that applied to register with the Community Police Forum, at least thirty (30) days before the date of the AGM;
- 5.1.7 The POCS will compile the final list of organisations/ voters' roll, and send it to the SAPS Station Commander at least twenty-three (23) days before the AGM;
- 5.1.8 The SAPS Station Commander must forward the notice of the AGM, with the exact **date, time and venue**, to all member organisations, as well as to POCS at least twenty-one (21) days before the AGM;
- 5.1.9 The SAPS Station Commander must forward a call for nominations for filling of the CPF Executive Committee positions with the notice of the meeting. Nominations must be on the prescribed nomination form – see Appendix C. Nominations will be accepted at the meeting if a nomination form is filled in on registration, and duly signed by the nominator and the nominee;
- 5.1.10 The SAPS Station Commander must ensure that the designated Executive members are informed that they are to present their respective annual executive reports on the activities of the Community Police Forum, including the financial report, at the AGM;

- 5.1.11 The SAPS Station Commander and the CPF Executive members must ensure that all reports are finalised and submitted to the Station Commander at least **seven (7) days before the AGM**;
- 5.1.12 The SAPS Station Commander will distribute the reports electronically to all registered member organisations at least three (3) days before the AGM;
- 5.1.13 An attendance register must be signed by all present at the meeting;
- 5.1.14 The SAPS Station Commander must ensure that police officials' man the registration desk on the day of the AGM, and take responsibility for the Minutes of the AGM;
- 5.1.15 A copy of the CPF membership organisation database must be available for the perusal by the POCS official, Sub-District/District Commissioner, SAPS Provincial Office and IEC official (if in attendance) on request;
- 5.1.16 For election purposes, **office bearers** will be voted in by secret ballot or any other fair process agreed by the meeting;
- 5.1.17 Voting by Proxy will only be allowed when the Proxy is properly mandated;
- 5.1.18 All SAPS officials will relinquish their vote to ensure good relations between the CPF structures and SAPS. In the event of two or more candidates receiving an equal number of votes, the result will be determined by lot after two consecutive attempts of a re-run of the voting process;
- 5.1.19 The SAPS Station Commander must ensure that the persons elected to the Executive Committee are screened and vetted within seven (7) days after the candidate has submitted the necessary documentation. Screening and vetting must be completed before positions are confirmed. This must be read together with sections 8.3.9, 8.3.11 and 8.3.11.5 of the Constitution;
- 5.1.20 The AGM checklist – see Appendix D – must be used to ensure that all prescribed processes and procedures are followed.

5.2 Guidelines for POCS

- 5.2.1 Statutory members (POCS, Station Commander, SAPS Provincial Office and IEC official, if in attendance) present must declare that elections may proceed;
- 5.2.2 POCS will facilitate the elections according to the relevant stipulations in these Guidelines, the Constitution and standard election practises;
- 5.2.3 The POCS official must compile a report on the election process, including the names of the new Executive members and their positions, within **seven (7) days after the AGM**. The report must be presented to the Station Commander for his/ her signature.
- 5.2.4 If the AGM did not take place/ was not successful, a report on the challenges must be forwarded to the Sub-District/District office, POCS and the SAPS Provincial Office to intervene.

A. SUB-DISTRICT COMMUNITY POLICE BOARD STRUCTURES (Where applicable)

5.3 Guidelines for SAPS Sub-District Commissioners

- 5.3.1 All Sub-District Commissioners, in consultation with Sub-District Office Bearers, that is, The Chairperson and the Deputy Chairperson elected during the special elections as per Section 27, must convene **elective AGMs from January to February 2025, after all CPFs within the Sub-District have conducted elective AGMs**. An Executive Committee must be elected from the Chairpersons of the Forums in the Sub-District. *(These elections will only be to fill the remaining Executive positions)*.
- 5.3.2 If 80% of CPF AGMs was successfully concluded within the prescribed time frame, that is, September to December 2024, the Sub-District Commissioner may proceed with the planning of the Sub-District AGM, without representation of the CPF(s) that failed to have elections;
- 5.3.3 The Sub-District Commissioner must forward the notice of the AGM, with the exact **date, time and venue**, to all the newly elected CPF Chairpersons of the Sub-District, as well as to POCS, at least twenty-one (21) days before the AGM;
- 5.3.4 The Sub-District Commissioner must ensure that the designated Sub-District Executive members are informed that they are to present their respective executive

reports at the AGM; (This will be done by the offices of the Chairperson and Deputy Chairperson for year 2025)

- 5.3.5 The Sub-District Commissioner and the Sub-District Executive members must ensure that all reports are finalised and submitted to the Sub-District Commissioner at least **seven (7) days** before the AGM; (This will also be executed by the offices of the Chairperson and the Deputy Chairperson for year 2025)
- 5.3.6 The Sub-District Commissioner will distribute the reports electronically to all newly elected CPF Chairpersons at least three (3) days before the AGM;
- 5.3.7 An attendance register must be signed by all present at the meeting;
- 5.3.8 The SAPS Sub-District Commissioner must ensure that police officials man the registration desk on the day of the AGM, and take responsibility for the Minutes of the AGM;
- 5.3.9 All SAPS officials will relinquish their vote to ensure good relations between the CPF structures and SAPS. In the event of two or more candidates receiving an equal number of votes, the result will be determined by lot, after two consecutive attempts of a re-run of the voting process.

5.4 Guidelines for POCS

- 5.4.1. Statutory members (POCS, Sub-District Commissioner) present must declare that elections may proceed;
- 5.4.2. POCS will facilitate the elections according to the relevant stipulations in these Guidelines, the Constitution and standard election practises;
- 5.4.3. The POCS official must compile a report on the election process, including the names of the newly elected Executive members and their positions, **within seven (7) days of the AGM;**
- 5.4.4. If the AGM did not take place/ was not successful, a report on the challenges must be forwarded to District office, POCS and the SAPS Provincial Office to intervene.

B. DISTRICT COMMUNITY POLICE BOARD STRUCTURES

5.5. Guidelines for SAPS District Commissioners

- 5.5.1. All District Commissioners, in consultation with District Office Bearers, must convene elective **AGMs from January to February 2025**, after the establishment of either the Sub-District or station Forums at all the stations in the District (**after all CPFs within the District have conducted elective AGMs**); *(These elections will only be to fill the remaining Executive positions and only the Chairpersons of the station Forums in the Districts or the Chairpersons and Deputy Chairpersons of the Sub-Districts if they have been established (where applicable) will be invited.*
- 5.5.2. If 80% of CPF AGMs was successfully concluded within the prescribed time frame and Chairperson and Deputy Chairperson of the Sub-Districts have been established (where applicable), the District Commissioner may proceed with the planning of the District AGM, without representation of the CPF(s) that failed to have elections;
- 5.5.3. The District Commissioner must forward the notice of the AGM, with the exact **date, time and venue**, to all the newly elected CPF Chairpersons of the Sub-District, as well as to POCS, **at least twenty-one (21) days before the AGM**;
- 5.5.4. The District Commissioner must ensure that the designated District Executive members are informed that they are to present their respective executive reports at the AGM; *(This will be done by the offices of the Chairperson and Deputy Chairperson for year 2025)*
- 5.5.5. The District Commissioner and the District Executive members must ensure that all reports are finalised and submitted to the District Commissioner **at least seven (7) days before the AGM**; *(This will be executed by the offices of the Chairperson and Deputy Chairperson for year 2025)*
- 5.5.6. The District Commissioner will distribute the reports electronically to all newly elected CPF Chairpersons **at least three (3) days before the AGM**;
- 5.5.7. An attendance register must be signed by all present at the meeting;
- 5.5.8. The SAPS District Commissioner must ensure that police officials man the registration desk on the day of the AGM, and take responsibility for the Minutes of the AGM;

- 5.5.9. All SAPS officials will relinquish their vote to ensure good relations between the CPF structures and SAPS. In the event of two or more candidates receiving an equal number of votes, the result will be determined by lot, after two consecutive attempts of a re-run of the voting process.

C. PROVINCIAL BOARD STRUCTURE

5.6. Guidelines for the SAPS Provincial Commissioner

- 5.6.1. The Provincial Commissioner, in consultation with the Head of Department of Police Oversight and Community Safety and the outgoing Provincial Board Executive, must convene an elective AGM in March 2027, after all District Boards and Sub-District Boards have conducted 2027 elective AGMs. (These elective AGMs will be the completion of the Transitional Period)
- 5.6.2. If 80% of District Board AGMs was successfully concluded within the prescribed timeframe, the Provincial Commissioner may proceed with the planning of the Provincial Board AGM without representation of the District Board(s) that failed to have elections;
- 5.6.3. The Provincial Commissioner must forward the notice of the AGM, with the exact **date, time and venue**, to all the newly elected Sub-District and District Board Chairpersons and Deputy Chairperson, as well as to POCS, at least twenty-one (21) days before the AGM;
- 5.6.4. The Provincial Commissioner must ensure that the designated Provincial CPF Board Executive members are informed that they are to present their respective annual executive reports at the AGM;
- 5.6.5. The designated Provincial Board Executive members must ensure that all reports are finalised and submitted to the Provincial Commissioner at least seven (7) days before the AGM;
- 5.6.6. The Provincial Commissioner will distribute the reports electronically to all Cluster District Board Chairpersons at least three (3) days before the AGM;
- 5.6.7. An attendance register must be signed by all present at the meeting;
- 5.6.8. The Provincial Commissioner must ensure that police officials man the registration desk on the day of the AGM, and take responsibility for the Minutes of the AGM;

5.6.9. All SAPS officials will relinquish their vote to ensure good relations between the Provincial Board and SAPS. In the event of two or more candidates receiving an equal number of votes, the result will be determined by lot, after two consecutive attempts of a re-run of the voting process.

5.6.10. The newly elected Provincial CPF Board Chairperson shall vacate his/ her position as District Board Chairperson.

5.7. Guidelines for POCS

5.7.1. Statutory members (POCS, SAPS Provincial Office, IEC official) present must declare that elections may proceed;

5.7.2. The POCS will facilitate the elections according to the relevant stipulations in these Guidelines, the Constitution and standard election practises;

5.7.3. The POCS official must compile a report on the election process, including the names of the newly elected Executive members and their positions, within seven (7) days of the AGM;

5.7.4. If the AGM did not take place/ was not successful, a report on the challenges must be forwarded to the Head of the Department of Police Oversight and Community Safety and the Provincial Commissioner for them to intervene.

D. TRANSITIONAL PROVISIONS

5.8. Transitional Plan and Arrangements

5.8.1. The Uniform Constitution for Community Police Forums and Boards in the Western Cape: 2010 (the Uniform Constitution) has been officially revised;

5.8.2. The newly adopted Western Cape Uniform Constitution for Community Police Forums and Boards 03/2024 was signed on the 16th of April 2024;

5.8.3. During the inaugural rollout and establishment of the District Model, in addition to the adoption and rollout of the Revised Uniform Constitution, 2024 (the Constitution) and, while waiting for the amendments of the South African Police Service Act, 1968 and the Civilian Secretariat for Police Service Act, 2011; the following Plan is presented to facilitate the transition of Community Police Forums and Boards in the Western Cape :

- Any Community Police Forum Structures at station, Sub-District, District and Provincial level in existence before the commencement of this Constitution continues **subject to the following plan which is to facilitate the transition of the Community Police Forums and Boards in the Western Cape**
- Any person who immediately before the commencement of this Constitution served as **the duly elected Chairperson continues subject to the plan** (At the Cluster and Provincial level). In other words:
 - 5.8.3.1 Continues to serve in that capacity until the Provincial Chairperson and the City of Cape Town (COCT) District Commissioner together, invite all the “Cluster” Chairpersons in the City of Cape Town (COCT) District in order to elect a Chairperson and Deputy Chairperson for the City of Cape Town (COCT) District Community Police Board *(09 May 2024 successful and due to the transition the Chairperson and Deputy Chairperson will serve till 2027))*.
 - 5.8.3.2 Upon election, the Chairperson and the Deputy Chairperson of the City of Cape Town (COCT) District shall step down immediately from all previous Forums under the oversight of (COCT) District in order to hold office until the election of the entire Executive Committee (of the remaining positions) to complete the establishment of the City of Cape Town (COCT) District Community Police Board. *(09 May 2024 and successful)*
 - 5.8.3.3 The Provincial Chairperson and All Districts (except the COCT District) and Sub-District Commissioners in the Province together, shall invite the Chairpersons of the Station Forums in the five (5) respective Districts and three (3) Sub-Districts in order to elect Chairperson and Deputy Chairperson *(16 May 2024 convened but unfortunately collapsed)*. *(Refer to the Plan as per Appendix B(1))*
 - 5.8.3.4 Upon election, the Chairperson and the Deputy Chairperson of the five (5) respective Districts and three (3) respective Sub-Districts shall step down immediately from all previous Forums under the oversight of the Rural Districts and Metro Sub-Districts in order to hold office until the election of the entire Executive Committee (of the remaining positions) to complete the establishment of the five (5) Districts and three (3) Sub-Districts as per

the above.(Due to the Transition Period the Chairperson and the Deputy Chairperson will serve till 2027)

5.8.3.5 Regarding the above process (that is, 5.8.3.3 and 5.8.3.4) current “Cluster” Chairpersons in the respective Districts and Sub-Districts are the ONLY nominees eligible for election into the positions of Chairperson and Deputy Chairperson. (This is applicable across the board.)

5.8.3.6 During the transition, should the need arise due to dysfunction, unavailability or vacancy in the office of the “Cluster Chairperson”, the District Commissioner or designate with the Provincial Chairperson may appoint a Steering Committee consisting of Statutory Members to manage the business of the office, OR

5.8.3.7 Nominations be opened to the Chairpersons of the Station Forums for election into the position of Chairperson and Deputy Chairperson.

5.8.3.8 In cases where there have been recent elective Special General Meetings immediately before the commencement of this Constitution, the duly elected Chairperson will continue to serve in that capacity until the end of the 5year term subject to alignment as envisaged in the definition of the “Term of Office”, that is till 2027

5.8.3.9 The Provincial Board Executive is expected to issue new Guidelines to adjust the Transition Plan and, any associated timing, as need arises or, as a result of any other strategic imperatives.

6. CONSULTATION

The following stakeholders and role-players will be consulted regarding the Community Police Forum and Board AGM/ Special Election Process:

6.1. The SAPS Provincial Office – for their support and input in the process, as the SAPS Station Commanders will be key role players to conducting AGMs/ Special elections;

6.2. The Independent Electoral Commission (IEC) Provincial Office – the IEC, due to their expertise with election processes, to advise and guide POCS on how to conduct and facilitate the AGMs effectively;

6.3. The Provincial CPF Board – consultations with the Board and its members at its meetings.

7. RECOMMENDED

- 7.1. The Provincial CPF Board, after consultation with the SAPS Provincial Commissioner, POCS and CPF Chairpersons issues guidelines for community police forum structures in order to adhere to, and to reach the objectives contemplated in, sections 18 to 23 of the SAPS Act;
- 7.2. That the MEC for Community Safety do so in terms of sections 3(f) and 5 of the WCCSA, read with sections 19, 20 and 21 of the South African Police Service Act 68 of 1995;
- 7.3. That broad consultations take place, but within a timeframe, that allows for the time frame as stipulated in this directive for CPF and Board elections, to be adhered to; and that the Provincial Board executive approves, establishes and actions the way forward within the stipulated timeframes; and
- 7.4. That the CPF policy guidelines, as set out in this document be approved



(a) GUIDELINES ON CPF ELECTIONS AT ANNUAL GENERAL MEETINGS (AGMs)/ SPECIAL ELECTIONS FOR COMMUNITY POLICE FORUMS (CPF's) AND BOARD STRUCTURES, 2024-2027 SUBMITTED BY:

TASK TEAM

- Mr. Martin Makasi
- Mr. Patrick Njozela
- Mr. Justin Lottering


KEY CONTRIBUTORS

- Ms. Francina Lukas
- Maj-Gen Beaton
- Col Paulse
- Lt-Col Weyers
- Capt Knoetzen
- Ms. Shamila Nicholson
- Mr. Gerhard Engelbrecht
- Mr. Justin Kumlehn
- Mr. David Williams
- Mr. Sebastian Abrahams
- Mr. David Sias
- Mr. Heinrich Hartnick
- Mr. Rafique Foflonker

(b) GUIDELINES ON CPF ELECTIONS AT ANNUAL GENERAL MEETINGS (AGMs)/ SPECIAL ELECTIONS FOR COMMUNITY POLICE FORUMS (CPF's) AND BOARD STRUCTURES, 2024-2027 SUPPORTED BY:


_____, on 15 July 2024, place Cape Town.
Deputy Provincial Commissioner - South African Police Service - Western Cape
Maj Gen Mancini

(b) GUIDELINES ON CPF ELECTIONS AT ANNUAL GENERAL MEETINGS (AGMs)/ SPECIAL ELECTIONS FOR COMMUNITY POLICE FORUMS (CPF's) AND BOARD STRUCTURES, 2024-2027 ADOPTED BY:


_____, on 15 July 2024, place Cape Town.
Chairperson - Community Police Board - Western Cape
Ms. Fransina Lukas