



CAPE JOINT PENSION FUND

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Fund Registration No: 12/8/1278/2

2015-01-16

Annual General Meeting 2015

Notice is hereby given in terms of Rule 7(2) of the Rules of the Fund that the **THIRTY FIRST ANNUAL GENERAL MEETING** of the Fund will be held on **FRIDAY, 29 MAY 2015 AT 09:00 IN THE C R LOUW LECTURE HALL, SANLAM HEAD OFFICE, STRAND ROAD, BELLVILLE.**

1. DELEGATES

- 1.1 In terms of Rule 9(1) of the Rules of the Fund MEMBERS may, not later than five weeks (i.e. 2015-03-06) after receipt of this notice, elect member delegates with secundi to attend the annual general meeting. This office must be advised within seven days (i.e. 2015-03-13) of such election, of the names of the delegates and secundi together with their pension numbers. Annexure A sets out the number of delegates that you may elect to attend the annual general meeting. The method of election is laid down in Rule 9 of the Rules of the Fund. An extract from the Rules pertaining to the AGM is attached as Annexure B.
- 1.2 In terms of Rule 7(6) of the Rules of the Fund each LOCAL AUTHORITY may, not later than twelve weeks (i.e. 2015-04-24) after receipt of this notice, nominate the same number of councillor delegates and secundi as the members to attend the annual general meeting. This office must be notified within seven days (i.e. 2015-05-04) of any such appointment. The number of councillor delegates which your Council is entitled to, is attached as Annexure A.

2. MOTIONS

In terms of Rules 7(9) and 7(10) of the Rules of the Fund, at least ten weeks written notice of intention to move a motion at the annual general meeting must be given to the Principal Officer. You are therefore requested to submit as soon as possible, but in any event **before 23 March 2015**, any motions that are to be included in the agenda of the annual general meeting.

PLEASE NOTE THAT MOTIONS HAVE TO BE RECEIVED BEFORE 23 MARCH 2015 AND BE SUBMITTED IN BOTH ENGLISH AND AFRIKAANS.



ADV JVA BOOYENS
PRINCIPAL OFFICER

DELEGATES PER LOCAL AUTHORITY WESTERN CAPE PROVINCE

Local Authority	Number of delegates	
	Members	Councillors
1. Beaufort West Municipality	1	1
2. Bergrivier Municipality	1	1
3. Bitou Municipality	1	1
4. Breede Vallei Municipality	2	2
5. Cape Winelands District Municipality	1	1
6. Cederberg Municipality	1	1
7. City of Cape Town	10	10
8. Drakenstein Municipality	1	1
9. Eden District Municipality	1	1
10. George Municipality	2	2
11. Hessequa Municipality	2	2
12. Kannaland Municipality	1	1
13. Knysna Municipality	1	1
14. Langeberg Municipality	1	1
15. Matzikama Municipality	1	1
16. Mossel Bay Municipality	1	1
17. Oudtshoorn Municipality	1	1
18. Overberg District Municipality	1	1
19. Overstrand Municipality	1	1
20. Prince Albert Municipality	1	1
21. Saldanha Bay Municipality	1	1
22. Sentrale Karoo District Municipality	1	1
23. Stellenbosch Municipality	2	2
24. Swartland Municipality	1	1
25. Swellendam Municipality	1	1
26. Theewaterskloof Municipality	1	1
27. West Coast District Municipality	1	1
28. Witzenberg Municipality	1	1

DELEGATES PER LOCAL AUTHORITY NORTHERN CAPE PROVINCE

Local Authority	Number of delegates	
	Members	Councillors
1. Dikgatlong Municipality	1	1
2. Emthanjeni Municipality	1	1
3. Frances Baard District Municipality	1	1
4. Hantam Municipality	1	1
5. John Taolo Gaetsewe District Municipality	1	1
6. Kai!Garib Municipality	1	1
7. Kareeberg Municipality	1	1
8. Karoo Hoogland Municipality	1	1
9. Kgatelopele Municipality	1	1
10. Khara Hais Municipality	1	1
11. Magareng Municipality	1	1
12. Naledi Municipality	1	1
13. Nama Khoi Municipality	1	1
14. Namakwa District Municipality	1	1
15. Phokwane Municipality	1	1
16. Pixley Ka Seme District Municipality	1	1
17. Renosterberg Municipality	1	1
18. Sol Plaatje Municipality	2	2
19. Tsantsabane Municipality	1	1
20. Umsobomvu Municipality	1	1
21. Z.F. Mgcawu Municipality	1	1

DELEGATES PER LOCAL AUTHORITY EASTERN CAPE PROVINCE

Local Authority	Number of delegates	
	Members	Councillors
1. Alfred Nzo District Municipality	1	1
2. Amatole District Municipality	1	1
3. Blue Crane Route Municipality	1	1
4. Buffalo City Municipality	1	1
5. Camdeboo Municipality	1	1
6. Chris Hani District Municipality	1	1
7. Engcobo Municipality	2	2
8. Gariep Municipality	1	1
9. Inxuba Yethemba Municipality	1	1
10. Kouga Municipality	1	1
11. Kou-Kamma Municipality	1	1
12. Lukhanji Municipality	1	1
13. Makana Municipality	1	1
14. Mnquma Municipality	1	1
15. Ndlambe Municipality	1	1
16. Nelson Mandela Metropolitan Municipality	2	2
17. O R Tambo District Municipality	1	1
18. Sundays River Valley Municipality	1	1

EXTRACTS FROM THE RULES

7. ORDINARY GENERAL MEETING

- (1) An ordinary general meeting of the FUND shall be held each year within 12 months of the previous financial year on a date decided upon by the TRUSTEES and shall be convened by the PRINCIPAL OFFICER when so directed by the TRUSTEES.
- (2) A notice stating the date, time and place of the general meeting shall be sent by the PRINCIPAL OFFICER to each LOCAL AUTHORITY not less than seventeen weeks before the date of the general meeting.
- (3) Every associated LOCAL AUTHORITY which employs -
 - (a) less than fifty MEMBERS may appoint one delegate who shall be a COUNCILLOR and the MEMBERS of such LOCAL AUTHORITY may elect one delegate who shall be a MEMBER; or
 - (b) fifty but not more than five hundred MEMBERS may appoint two delegates who shall be COUNCILLORS and the MEMBERS of such LOCAL AUTHORITY may elect two delegates who shall be MEMBERS; or
 - (c) more than five hundred MEMBERS may appoint ten delegates who shall be COUNCILLORS and the MEMBERS of such LOCAL AUTHORITY may elect ten delegates who shall be MEMBERS to attend the general meeting.
- (4) In respect of each delegate appointed or elected in terms of subrule (3)(a), (3)(b) or (3)(c) the associated LOCAL AUTHORITY and MEMBERS may appoint or elect, as the case may be, one alternate to attend the general meeting in the absence of such delegate, and any alternate so appointed or elected shall, while attending the general meeting in the absence of the delegate so appointed or elected, be deemed to be the delegate so appointed or elected.
- (5) Every delegate and alternate elected by the MEMBERS in terms of subrules (3) and (4) shall be elected in accordance with the provisions of RULE 9.
- (6) The CHIEF EXECUTIVE OFFICER of each LOCAL AUTHORITY shall notify the PRINCIPAL OFFICER of the names and addresses of the appointed delegates and alternates not later than thirteen weeks after receipt of the notice provided for in subrule (2).
- (7)
 - (a) A simple majority (50% plus one) of the number of the nominated delegates as in (6) above shall constitute a quorum at the general meeting.
 - (b) Should a quorum not be present within thirty minutes after the time stipulated for the commencement of the meeting, the meeting shall be postponed to the same time on the first working day thereafter and the MEMBERS then present shall form a quorum.
- (8) The chairperson of the TRUSTEES shall act as chairperson at the general meeting and, in the event of his being absent or unwilling to act or incapable of acting, the deputy chairperson of the TRUSTEES shall so act. Should both the chairperson and the deputy chairperson be absent from or be unwilling to act or be incapable of acting as chairperson at the general meeting, the remaining TRUSTEES shall elect one of their members to act as chairperson.

- (9) At least ten weeks' written notice of intention to move a proposal at the general meeting shall be given to the PRINCIPAL OFFICER; provided that -
- (a) the TRUSTEES may direct that any proposal which, in their opinion, is in conflict with the provisions of the RULES or is of a purely administrative nature shall not be introduced and discussed or voted on at the general meeting; and
 - (b) the chairperson of the general meeting shall permit the introduction and discussion of and voting on any proposal which the TRUSTEES have submitted to the general meeting for consideration as a matter of exigency and in respect of which notice has not been given or has not timeously been given in terms of these RULES.
- (10) Proposals for discussion at the general meeting may be introduced only by -
- (a) the TRUSTEES;
 - (b) a delegate of a LOCAL AUTHORITY if the proposal concerned has been duly approved at a meeting of the LOCAL AUTHORITY represented by the delegate; or
 - (c) a delegate of MEMBERS if the proposal concerned has been duly approved at a meeting of MEMBERS held in terms of the provisions of RULE 9.
- (11) The PRINCIPAL OFFICER shall -
- (a) not less than nine weeks prior to the date of the general meeting send a list of all motions received to the CHIEF EXECUTIVE OFFICER of each LOCAL AUTHORITY for its information and the information of MEMBERS; and
 - (b) not less than two weeks prior to the date of the general meeting send a notice stating the date, time and place of the general meeting together with a copy of the agenda, annual report and financial statements to every delegate elected by MEMBERS or appointed by a LOCAL AUTHORITY; provided that if no delegate is elected or appointed as aforesaid the PRINCIPAL OFFICER shall send a copy of the agenda, annual report and financial statements to the CHIEF EXECUTIVE OFFICER of such LOCAL AUTHORITY for its information and the information of the MEMBERS.
- (12) Every delegate duly elected in terms of RULE 9 and every TRUSTEE present at the general meeting shall, subject to RULE 4(3), be entitled to one vote.
- (13) The chairperson of such meeting shall have a casting as well as deliberative vote.
- (14) Existing TRUSTEES, who are not elected as delegates, may attend the general meeting. Such TRUSTEES may be re-elected to serve as a TRUSTEE and will have a vote at the meeting.
- (15) Voting shall be by show of hands, unless at least five delegates, by rising from their seats, request a vote by ballot; provided that voting in respect of the election of any person to an office shall be by ballot and in the event of an equality of votes the matter shall be determined by the chairperson by lot.
- (16) In the case of voting by ballot the chairperson shall appoint two or more delegates to collect, scrutinise and count the ballot papers and to report the result thereof to him whereupon he shall announce the result of the ballot to the meeting.

- (17) The result of the election referred to in RULE 4(1) shall be announced at the general meeting and the persons elected shall be declared duly elected by the chairperson.
- (18) In so far as a resolution of the general meeting is not in conflict with the provisions of any LAW or these RULES, it shall be binding on the TRUSTEES and MEMBERS of the FUND.

9. ELECTION OF MEMBERS' DELEGATES

- (1) The CHIEF EXECUTIVE OFFICER of each LOCAL AUTHORITY shall convene a meeting of MEMBERS in the SERVICE, and of all PENSIONERS of such LOCAL AUTHORITY, not later than five weeks after receipt of the notice provided for in RULE 7(2) for the purpose of electing a delegate or delegates with an alternate or alternates to attend the general meeting.
- (2) Written notice of the date, time and place of the meeting shall be given at least fourteen days before the date thereof to each MEMBER; provided that non-receipt of such notice by any MEMBER shall not invalidate the proceedings at such meeting.
- (3) The MEMBERS present at such meeting shall form a quorum.
- (4) The CHIEF EXECUTIVE OFFICER of the LOCAL AUTHORITY shall act as chairperson of such meeting, or if he is for any reason absent or permanently or temporarily unwilling to so act or incapable of so acting, the meeting shall elect a member from those present to act as chairperson.

Minutes of the proceedings of such meeting shall be kept by the chairperson or any person appointed by him for the purpose.
- (5) The chairperson shall at such meeting invite nominations for the required number of delegates and alternates who shall be MEMBERS.
- (6) If the number of nominations received does not exceed the number of delegates or alternates which may be elected, the candidates so nominated shall be declared by the chairperson to have been duly elected.
- (7) If the number of nominations received exceeds either the number of the delegates or the number of alternates or both the number of delegates and the number of alternates which may be elected, as the case may be, the required number of delegates and alternates shall be elected by secret ballot.
- (8) A MEMBER shall not vote for more candidates than the number of delegates and alternates which may be elected.
- (9) The chairperson shall supply a ballot box which, before polling commences and after demonstrating to the meeting that it is empty, he shall seal in the presence of the meeting.
- (10) Each MEMBER shall complete the ballot paper handed to him and shall place it in the ballot box before he leaves the meeting.
- (11) The chairperson shall appoint two members as scrutineers to count the votes immediately after the ballot.

- (12) If the validity of a ballot paper is in question or if there is a dispute between the scrutineers relating to the ballot, the matter shall be determined by the chairperson whose decision shall be final and binding. In the event of the chairperson having a direct or indirect interest in any such matter, he shall recuse himself and the meeting shall elect a member from among those present to act as chairperson for the purposes of this RULE and until such matter is determined as hereinbefore provided by the chairperson so elected.
- (13) (a) After the votes have been counted the chairperson and the scrutineers shall draw up a report indicating the result of the ballot.
- (b) The chairperson and scrutineers shall sign the report and the candidate or candidates who obtained the highest number of votes shall be declared by the chairperson to be duly elected.
- (c) The CHIEF EXECUTIVE OFFICER of the LOCAL AUTHORITY shall, within seven days of the meeting being held, submit to the PRINCIPAL OFFICER the minutes of the proceedings of such meeting, such report and a list of the names of every delegate and alternate elected.