



COLUMBUS RETIREMENT FUNDS



## COLUMBUS RETIREMENT FUND 2021 TRUSTEE ELECTION INFORMATION PAGE

### 1. Purpose

It explains the trustee election, management, phases, and arrangements. It also lists the requirements to be a trustee and their responsibilities and confirms the election timetable.

### 2. Election Management

The Board appoints two of their members, who will act as the Election Committee. They will oversee the election process and deal with disputes. At least two Election Committee members will be present at the nomination and ballot verification and counting.

### 3. Communications

The Principal Officer acts as Election Coordinator and manages the election process, including the communications and training of Election Officers. He reports to the Election Committee and he may be contacted via email at [yourfund@columbus.co.za](mailto:yourfund@columbus.co.za).

### 4. Election timetable

ACTIVITY	DATE
<b>Nominations</b>	<b>28 May to 11 June</b>
Nominations accepted and verifications	29 June
Ballot list distributed	14 July
<b>Election dates</b>	<b>14 July to 21 July</b>
Last date for dispute submissions	26 July
<b>New Board Announcement</b>	<b>30 July</b>
First meeting: new Board of Trustees	To be announced

### 5. Requirements to be a trustee

- a. Any member may nominate any other member who is a member of the Fund, provided that:
  - their estate is solvent or rehabilitated from insolvency
  - they do not have a criminal record
  - they have not been removed from an office of trust on account of misconduct
  - they qualify to be a director under the Companies Act
- b. Apart from the legal requirements, the following will be helpful. They should:
  - command respect amongst their peers and colleagues
  - already have demonstrated an interest in public office
  - show an understanding of basic financial concepts, products and services
  - appreciate the importance of the pension fund and provident fund environment and the concepts of governance and oversight
  - understand and be sensitive towards diversity
  - communicate and relate well to others
  - Have a positive problem-solving attitude

## 6. Election process

The election consists of **three phases**: A Nomination Phase, Election Phase and Appointment Phase. We also accommodate members who work away from Middelburg and those who will be away, without Internet access, during the Nomination and Election Phases. Please refer to paragraph 8 d.

7	8	9
Nomination Phase	Election Phase	Appointment Phase

## 7. Nomination Phase

Nominate fellow Fund members and agree with them that they are available to serve as a trustee.

The period up to the distribution of the Ballot Form (14 July), is used to confirm trustee duties and responsibilities and to perform verification checks.

Individuals may canvass for nominations and votes – without being disrespectful, disruptive, or undermining the position or integrity of another and they must adhere to instructions from the Election Coordinator. They may also post their resume, in the Fund format, on the Fund website. Contact the Election Coordinator at [yourfund@columbus.co.za](mailto:yourfund@columbus.co.za) for a copy.

### a. How to nominate a candidate

Complete the Nomination Form that was distributed with the Election Announcement and place it in a Nomination Box at the Columbus Main canteen, Stainless Gate or North Gate. A copy of the form will be placed on the Fund website ([www.col-ret.co.za](http://www.col-ret.co.za)).

<p>The Board also made electronic nominations and voting available. We will share more about this smartphone-friendly option closer to the date.</p>
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Email the Election Coordinator at [yourfund@columbus.co.za](mailto:yourfund@columbus.co.za) to verify if someone is a Fund member.

You may nominate up to four members for trusteeship. You may nominate yourself.

Nominations close at 14H00 on 11 June.

### b. Nominees List

During 14 to 16 June the Election Committee will oversee the nomination counting and verification. The nominees will be informed, and their names will be placed on a Nominees List.

The nominees will be informed and briefed regarding the trustee role and responsibilities and they must confirm their willingness to serve as a trustee, which confirmation must reach the Election Coordinator by 16H00 on 16 June 2021. Without written confirmation, the nomination is automatically cancelled.

Various mandatory checks and verifications will be performed up 29 June. Nominees who qualify will be informed and their names will be transferred, in surname-alphabetical order to the official Ballot List by 14 July, at 10H00. The Chairperson will formally announce and release the Ballot List on 14 July.

Please note the individuals who may not be nominated are:

- a person under the age of 21 years;
- an employee, director, officer, consultant or contractor of the Fund Administrator or the holding company, subsidiary, joint venture or associate of that administrator;
- The Principal Officer of the Fund; and
- the authorised auditor of the Fund.

## 8. Election Phase

Elections will take place from 14 to 21 July 2021 (excluding weekends). Virtual-voting can be cast 24/7 electronically and in-person voting will be held at to-be-announced voting stations as follows:

Medium	Date	Hours		Hours	
		From	To	From	To
Virtual	14 to 21 July	24/7 Starting at 10H00 on 14 July and closing at 16H00 on 21 July			
In-person	14 July	13H30	15H30		
	16 July	08H30	12H30	21H30	23H00
	21 July	09H00	11H00	21H30	23H00
		Roving – at Laboratory, Protection services, etceteras.			
Pensioners in-person	14 July	10H00	11H30		
	16 July	14H00	15H30		

### a. Ballot

An electronic copy of the Ballot List will be published on the Fund website.

You can vote electronically or in-person, at the Ballot Station which will be set up at the employer site.

If you vote in-person, please proceed to the Ballot Station on the day of the election with your company identity card, RSA identity document or driver's license. The Election Officers will identify you, mark your name on the Ballot Roll and issue you with an original numbered Ballot Form, which you may not take away from the Voting Station.

Complete the Ballot Form by drawing an **X** in the tick-boxes next to each of the names of **up to four candidates** that you most want to be your representative trustees. After completing the Ballot Form, please place it in the Ballot Box.

The Election Officers will mark your vote as spoiled if there are other marks on the Ballot Form or the form is tampered with, spoiled or damaged. If you accidentally damage or complete the Ballot Form wrongly, consult the Election Officers, who will issue a new Ballot Form. You must hand the spoiled form to the Election Officers.

Your vote is anonymous. The unique number allocated to each Ballot Form cannot be traced to you. It is used to avoid double counting. The electronic votes are also secured by the company who provide the services and your voting details can only be made available to the Fund or the Board with your written permission or by a competent court. More information will follow regarding the electronic voting.

Lastly, if the name of your nominee does not appear on the Ballot List, please contact them directly.

### b. Vote counting and allocation

On 26 July 2021, the Election Committee will oversee the counting of votes, and provision is made to audit the results on 26 July should any issue arise.

The names of the nominees and the number of votes, as well as the number of spoiled votes, are recorded in a register and signed by all present. Counting will be signed off once all agree on the final numbers.

The four individuals with the most votes will be appointed as trustees.

**c. Interim elections**

Interim elections may be held when there are no more names on the register of counted votes. Where nominations/votes are equal the individuals will be consulted, and the serving Chairperson shall have a casting vote.

**d. Out-of-area members**

If you work away from Middelburg or will be away and unable to access the Internet to nominate and vote on the dates indicated in paragraph 4, please contact the Election Coordinator as soon as possible at [yourfund@columbus.co.za](mailto:yourfund@columbus.co.za) and provide your contact information and the reasons why you are unable to nominate and vote.

Your request will be discussed with the Election Committee and you will receive a response within two weeks.

**9. Appointment Phase**

The Chairperson will announce the election results via email on 30 July 2021 and the necessary paperwork and legal compliance matters will be finalised in the three weeks thereafter. A brief will be placed on the Columbus intranet, the Fund website and at the Columbus Stainless gate and at the North gate, containing the names of the newly appointed Board.

The Alternate Trustee with the highest number of votes will be the Alternate to the trustee with the highest number of votes.

The newly appointed Board will be subjected to self-study and formal training and must demonstrate competence in a range of areas within six months following their appointment. The newly elected trustees will be formally welcomed at a Board meeting to be scheduled.

Note that the Board of Trustees are not remunerated for their services.

**10. Complaints**

Lodge complaints or disputes regarding the elections, in writing, with the Principal Officer at e-mail [yourfund@columbus.co.za](mailto:yourfund@columbus.co.za). Please send us all detail regarding the complaint (e.g., dates, times, names of persons involved, etc.) and ensure that it reaches us by no later than 16H00 on 26 July 2021.

A Committee consisting of four of the serving Board members will evaluate and deal with the complaint, and the Principal Officer must respond to you within 30 days.

If a complaint or dispute is unresolved on 26 July 2021 and it is material to the results of the elections, the Chairperson will extend the current trustee term of office by way of a formal notice to members.

**11. Corrective action**

Members are requested to assist with ensuring an incident-free election. Please raise concerns or suspicions of wrongdoing immediately with the Election Coordinator at [yourfund@columbus.co.za](mailto:yourfund@columbus.co.za) or at 082 801 3323.

Where individuals are found guilty of submitting false documentation, tampering with the process or ignoring Election Coordinator instructions, they will be barred from further participation and legal steps may be pursued.

This is a synopsis of important election points. For questions or concerns, please contact the Election Coordinator at [yourfund@columbus.co.za](mailto:yourfund@columbus.co.za).

The Board of Trustees reserve the right to amend any part of this process to ensure fair elections expeditiously.