

**REMIT OF THE INSTITUTIONAL FORUM (IF)**

Fort Cox Agricultural Training Institute policies will be recorded on the institutional policy catalogue, will be available at the library and on the institute's website (<http://www.fortcox.ac.za/policies/>) which will be regularly updated. As it is important to provide critical information such as when the policy was introduced, what it aims to achieve and who has a responsibility for its implementation and review, the council meeting of [Date] agreed that all new institution-wide policies be presented in a standardised format as follows:

<p><b>POLICY PARTICULARS</b></p> <p><b>RECOMMENDED / NOT RECOMMENDED</b></p> <p>Governance Committee: _____ Date: _____</p> <p><b>APPROVED / NOT APPROVED</b></p> <p>Council: _____ Date: _____</p>
<p><b>COMMENCEMENT</b></p> <p>Date: _____</p> <p>Revision History: 1<sup>st</sup> Revision: _____</p> <p>Review Date: Every three years – 2<sup>nd</sup> revision due in: _____</p> <p>Policy level: All Institute Structures, staff and students</p> <p><b>Responsibility [Person/Division/Committee accountable for]:</b></p> <ul style="list-style-type: none"><li>• Implementation and monitoring: Council</li><li>• Review and revision: Governance Committee</li></ul> <p><b>REPORTING STRUCTURES:</b></p> <p>Governance Committee ----→ Council</p> <p><b>Related policies and documents:</b></p>

**REMIT OF THE INSTITUTIONAL FORUM OF FORT COX AGRICULTURE AND FORESTRY TRAINING INSTITUTE**

**1. NAME**

The name of the forum is the Institutional Forum of the Fort Cox Agriculture and Forestry Training Institute (IF).

**2. ESTABLISHMENT AND STATUS OF THE INSTITUTIONAL FORUM**

The IF is established in terms of Section 26 (2) (f) of the Higher Education Act 101 of 1997, read with Section 31 and 70 of the Act. The IF has further been established, according to section 16 (1), (2), (3), and (4), and section 17 (1) [a] and [c], (2) [a], [b] an [c] and (3) of the Fort Cox Institute Interim Provisions Act (No 7) 2015 (Eastern Cape).

**3. FUNCTIONS OF THE INSTITUTIONAL FORUM**

- I. The IF must advise the Council on issues affecting the Institute including:
  - (a) The implementation of the Higher Education Act (101) 1997, Fort Cox Institute Interim Provisions Act (No 7) 2015, national policies on Higher Education, and National and Provincial Policies of Agricultural Education and Training (AET) and Norms and Standards of Agricultural Training Institutes (ATI's);
  - (b) Policies on race, gender, equity and other grounds for discrimination referred to in relevant legislation;
  - (c) The process used for the selection of candidates for senior management positions and suitability of intended appointees for meeting equity targets;
  - (d) The fostering of an institutional culture which promotes:
    - (i) tolerance and respect for human dignity and fundamental human rights; and
    - (ii) a positive environment for teaching and learning, research and community engagement.
- II. Performs such functions as determined by Council.

**4. THE COMPOSITION OF THE INSTITUTIONAL FORUM**

The IF consists of:

- (a) One (1) representative of the Institute Executive Management, designated by the Principal;
- (b) One (1) representative of the Council, designated by the Council;
- (c) One (1) representative of the Academic Board, elected by the academic board;
- (d) One (1) representative of the academic employees, other than Academic Board members elected by the academic employees;
- (e) One (1) representative of administrative employees, elected by the administrative employees;
- (f) One (1) representative of service (general) employees, elected by the service employees;
- (g) One (1) representative of the Students Representative Council, designated by Students Representative Council;
- (h) One (1) representative of the recognised trade (Labour) unions representing employees of the Institute, designated by the trade unions; and
- (i) 1 or 2 designated representatives of other stakeholder groups [subject to clause 6 (5)] as identified by the IF and approved by the Council, provided that when such a group ceases to exist, the membership of its representatives ends.

**5. ELECTION PROCEDURE**

- I. The Registrar facilitates the process in terms of which members are elected, designated or co-opted.
- II. (a) the relevant bodies or groups that are entitled to designate or elect members, designate or elect members in accordance with their internal designation or election procedures, if any, with due attention to representativity on grounds of gender, race and disability; and  
  
(b) where no internal designation or election procedures exist, the Registrar determines such procedures.

**6. TERM OF OFFICE**

- I. The term of office of all members, excluding the members designated by the Student Representative Council, is four years;
- II. The term of office of members designated by Student Representative Council coincides with the term of office of the Student Representative Council;
- III. Members may be re-elected, re-designated or reapproved at the end of a term of office by their bodies or groups;
- IV. Membership of a member of the IF is terminated when such a member's membership of the body or group he/she is representing on the IF is terminated; and
- V. Under justifiable circumstances, a member of the IF may resign or his/her constituency may be requested to replace him/her with another representative.

**7. OFFICE-BEARERS**

- I. The IF elects from its members a chairperson, Vice-Chairperson and Secretary;
- II. The term of office of the chairperson and the vice-chairperson coincides with their respective terms of office as members of IF;
- III. When both the chairperson and the vice-chairperson position become vacant, a successor is elected by the IF at its next meeting;
- IV. When both the chairperson and the vice-chairperson are absent from a meeting of the IF, the members present must elect a person from among themselves to preside at that meeting; and
- V. The chairperson of the IF regularly gives feedback on the Council's acceptance, partial acceptance or non-acceptance of the advice of the IF.

**8. EXECUTIVE**

- I. The IF may establish committees to perform any of its functions and may appoint persons, whether or not they are members of the IF, as members of such committees.
- II. The IF is not divested of responsibility for the performance of any function delegated or assigned to a committee;
- III. The chairperson, vice-chairperson and secretary form the executive of the IF to deal with the day-to-day management of the IF.

**9. PROCEDURE**

- I. The IF determines its own procedure at meetings with due observance of the generally accepted norms of fair administrative process;
- II. Half of the members of the IF plus one (50% + 1) form a quorum;
- III. Decisions of the IF committees do not bind the IF but a quorum, which is 40% of membership, is required at meetings of these Committees when recommendations are made to the IF;
- IV. The secretary ensures that minutes of all meetings of the IF and executive meetings are kept and filed appropriately;
- V. At least four working days before each meeting of the IF, the secretary ensures that the secretariat sends out to each member an agenda indicating the date, venue and time of the meeting as well as matters for discussion;
- VI. Members of the IF who want to place matters for discussion on the agenda must inform the secretary of such matters in writing at least five working days before the date of the meeting;
- VII. The chairperson can, at any time, convene an extraordinary meeting of the IF with mention of the matters for discussion. Such a meeting preferably should occur within at least a 24 –hour notice period; and
- VIII. At the written request of at least eight members of the IF, the chairperson must convene an extraordinary meeting provided that the request is accompanied with a short description and motivation of the agenda points.

**10. DECISION-MAKING**

- I. The IF preferably takes decisions with full or sufficient consensus;
- II. Where sufficient consensus cannot be reached, the IF takes a decision when at least seventy-five percent (75%) of the members present at the meeting vote in favour of the particular proposal;
- III. Where the Council has asked the IF for advice on a specific issue and no proposal of advice wins the support of at least seventy-five percent (75%) of the members present, the chairperson is compelled to convene a follow-up meeting within two weeks;
- IV. If, during the follow-up meeting, the IF fails to come to an advisory decision, a summary of the various points of view must be formulated and submitted to the Council; and
- V. Where an advisory decision was made by the IF to be submitted to the Council, members who supported a minority view may formulate their view in writing and submit it to the Council via the executive of the IF.

**11. SECRETARIAT**

The Meeting Administration is responsible for rendering of secretariat services.