



# South African Society of Psychiatrists

Unit 16, Northcliff Office Park  
203 Beyers Naude Drive  
Northcliff, 2115  
Tel: (+27)(11) 340 9000  
Fax: (+27)(11) 782 0270  
Email: [info@healthman.co.za](mailto:info@healthman.co.za)  
PO Box 2127, Cresta, 2118  
Registration No.: 2007/012757/08

18 April 2023

## Nomination and Election of SASOP Board of Directors 2023 – 2025

Dear SASOP Member,

The term of the current SASOP Board of Directors (2021 – 2023) will be coming to an end in November 2023. The Board consists of the following members: President; Past President; President Elect (Vice President); Honorary Secretary; Honorary Treasurer; the Convenor of the SASOP Public Sector Group; and the Convenor of the SASOP Private Sector Group. According to the MOI, all Directors shall be elected, after being nominated in writing and accepting the nomination in writing, during the next Biennial General Meeting. The next Annual General Meeting of SASOP, will be held during the SASOP Congress **from 19 – 23 November 2023** in Cape Town.

While, according to the MOI, nominations for the other Board members must be received, by the Honorary Secretary, 4 weeks prior to this meeting, the election of the President is governed by the MOI, which determines that nominations should be called 6 months before the Annual General Meeting by the SASOP Secretariate.

### 1. Nominations and Elections of Candidates for President

In order to comply with the specifications of the MOI, nominations for President must be signed by 5 SASOP members with voting powers and who are in good standing, and should be received by the Honorary Secretary of the SASOP within 5 weeks of the mailing/posting on the website of this notice of the call for nominations, i.e., by **24h00 on 23 May 2023**, as this period constitutes a deadline.

Completed nomination forms may be submitted to the Honorary Secretary or HealthMan:

- Electronically by email as a legible scanned document to:
  - [porter.sasop@gmail.com](mailto:porter.sasop@gmail.com)
  - [voting@sasop.co.za](mailto:voting@sasop.co.za)
- By regular mail to:
  - HealthMan
  - PO Box 2127,
  - Cresta,
  - 2118



- Deliver to:
  - HealthMan  
Unit 16 Northcliff Office Park,  
203 Beyers Naude Drive,  
Northcliff,  
2115

Nominated candidates shall then be asked to submit a biographical note and a vision for the Presidency not exceeding 400 words. The SASOP Secretariate will be responsible for circulating ballot papers and the supporting biographical notes to all members. An allowance for secret ballot via email will be permissible. A return date for the ballot papers shall be 4 weeks after mailing and posting of these documents on the SASOP website. Counting of votes shall be performed by an independent auditor appointed by the SASOP Board.

## 2. Nominations of Candidates for Honorary Secretary, Honorary Treasurer and Convenors of SASOP Public Sector and SASOP Private Sector Groups

All nominations for the other members of the Board of Directors, the Honorary Secretary, Honorary Treasurer and Convenors of SASOP Public Sector and SASOP Private Sector Groups, should only be received 4 weeks before the Annual General Meeting of SASOP during the SASOP Congress **from 19 – 23 November 2023** in Cape Town, i.e., **24h00 on 22 October 2023**.

*A reminder, specific date and time will be circulated to members as some information regarding the Annual General Meeting still needs to be confirmed.*

Nominations should carry the signature of the candidate and two voting members (a proposer and seconder) and accompanied by a manifesto and CV of the proposed candidate. It must be made by submitting the completed applicable forms to the Honorary Secretary of HealthMan:

- Electronically by email as a legible scanned document to:
  - [porter.sasop@gmail.com](mailto:porter.sasop@gmail.com)
  - [voting@sasop.co.za](mailto:voting@sasop.co.za)
- By regular mail to:
  - HealthMan  
PO Box 2127,  
Cresta,  
2118
- Deliver to:
  - HealthMan  
Unit 16 Northcliff Office Park,  
203 Beyers Naude Drive,  
Northcliff,  
2115

The nomination forms will also be available on the SASOP website ([www.sasop.co.za](http://www.sasop.co.za)) in the



Members' Section under "SASOP Board of Directors Election", and under the "My Community" tab.

### 3. Voting and Proxies

Voting at the Annual General Meeting in November 2023 shall be done by a show of hands unless the majority of members present at voting requests a secret ballot.

As specified by the MOI, a proxy may be appointed by a member with voting power (i.e., a fully paid-up Full Member, Life Member, Pensioner Member or Honorary Member).

The appointed proxy may be present at the meeting, debate and vote on behalf of the proxy grantor but must himself, or herself, be a member with voting power as described above. Such appointment is for a specific meeting and must be so specified. The appointment of the proxy must be received in writing by the grantor (not someone who acts as his/her agent) and must reach the Honorary Secretary or HealthMan before **24h00 on 12 November 2023**.

- Electronically by email as a legible scanned document to:
  - [porter.sasop@gmail.com](mailto:porter.sasop@gmail.com)
  - [voting@sasop.co.za](mailto:voting@sasop.co.za)
- By regular mail to:
  - HealthMan  
PO Box 2127,  
Cresta,  
2118
- Deliver to:
  - HealthMan  
Unit 16 Northcliff Office Park,  
203 Beyers Naude Drive,  
Northcliff,  
2115

*A reminder, specific date and time will be circulated to members as some information regarding the Annual General Meeting still needs to be confirmed.*

We encourage you to participate in this process to again ensure democratically duly elected SASOP Board of Directors for the term 2023 – 2025.

**Issued by Dr Alicia Porter  
SASOP Honorary Secretary**

On behalf of the SASOP Board of Directors



**Schedule 1**

The document whereby a proxy is appointed shall be substantially in the following form:

**APPOINTMENT OF A PROXY FOR A SASOP AGM**

**THE SOUTH AFRICAN SOCIETY OF PSYCHIATRISTS**

I, .....  
(full name), of  
.....  
.....

(address), being a Full Member/Life Member of the abovementioned  
Society, do hereby appoint

.....  
(full name), of  
.....  
.....

(address), also being a Full Member of the abovementioned Society, as my proxy to vote  
in my name and on my behalf at the Annual General Meeting of the Society to be held on  
the ..... **day of November 2023** and any adjournment thereof, as follows:

Resolution with reference to .....  
.....

(Give a short description of the resolution if a number has not been allocated to it in the agenda  
accompanying the notice of the meeting).

\* Abstention                      \* In favour of                      \* Against  
(\*Indicate instruction to proxy by way of a cross at one of the options provided here).

Unless otherwise directed as indicated herein, my proxy may vote as he  
thinks fit.

Signed at ..... on ..... 20.....

.....  
**SIGNATURE**



## SASOP NOMINATION FORM

### PRESIDENT

I, \_\_\_\_\_, hereby nominate

(Name of Proposer)

\_\_\_\_\_

(Name of Nominee)

For the position of PRESIDENT of the South African Society of Psychiatrists and a DIRECTOR on the SASOP Board of Directors. I declare that I and the fellow proposers are fully paid-up, voting members of SASOP and in good standing.

\_\_\_\_\_

Signed (Proposer)

\_\_\_\_\_

Date

Seconded by

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

Accepted by Nominee:

\_\_\_\_\_

Signed (Nominee)

\_\_\_\_\_

Date



## SASOP NOMINATION FORM

### HONORARY SECRETARY

I, \_\_\_\_\_, hereby nominate

(Name of Proposer)

\_\_\_\_\_

(Name of Nominee)

For the position of HONORARY SECRETARY of the South African Society of Psychiatrists and a DIRECTOR on the SASOP Board of Directors. I declare that I and the fellow proposer are fully paid-up, voting members of SASOP and in good standing.

\_\_\_\_\_

Signed (Proposer)

\_\_\_\_\_

Date

Seconded by

1. \_\_\_\_\_

\_\_\_\_\_

Accepted by Nominee:

\_\_\_\_\_

Signed (Nominee)

\_\_\_\_\_

Date



## SASOP NOMINATION FORM

### HONORARY TREASURER

I, \_\_\_\_\_, hereby nominate

(Name of Proposer)

\_\_\_\_\_

(Name of Nominee)

For the position of HONORARY TREASURER of the South African Society of Psychiatrists and a DIRECTOR on the SASOP Board of Directors. I declare that I and the fellow proposer are fully paid-up, voting members of SASOP and in good standing.

\_\_\_\_\_

Signed (Proposer)

\_\_\_\_\_

Date

Seconded by

1. \_\_\_\_\_

\_\_\_\_\_

Accepted by Nominee:

\_\_\_\_\_

Signed (Nominee)

\_\_\_\_\_

Date



## SASOP NOMINATION FORM

### CONVENER SASOP PUBLIC SECTOR GROUP

I, \_\_\_\_\_, hereby nominate

(Name of Proposer)

\_\_\_\_\_

(Name of Nominee)

For the position of CONVENER SASOP PUBLIC SECTOR GROUP of the South African Society of Psychiatrists and a DIRECTOR on the SASOP Board of Directors. I declare that I and the fellow proposer are fully paid-up, voting members of SASOP and in good standing.

\_\_\_\_\_

Signed (Proposer)

\_\_\_\_\_

Date

Seconded by

1. \_\_\_\_\_

\_\_\_\_\_

Accepted by Nominee:

\_\_\_\_\_

Signed (Nominee)

\_\_\_\_\_

Date





## SASOP NOMINATION FORM

### CONVENER SASOP PRIVATE SECTOR GROUP

I, \_\_\_\_\_, hereby nominate

(Name of Proposer)

\_\_\_\_\_

(Name of Nominee)

For the position of CONVENER SASOP PRIVATE SECTOR GROUP of the South African Society of Psychiatrists and a DIRECTOR on the SASOP Board of Directors. I declare that I and the fellow proposer are fully paid-up, voting members of SASOP and in good standing.

\_\_\_\_\_

Signed (Proposer)

\_\_\_\_\_

Date

Seconded by

1. \_\_\_\_\_

\_\_\_\_\_

Accepted by Nominee:

\_\_\_\_\_

Signed (Nominee)

\_\_\_\_\_

Date