

PLAIN  
ENGLISH

# MUNICIPAL ELECTIONS

## 18 MAY 2011



ELECTORAL COMMISSION  
ENSURING FREE AND FAIR ELECTIONS  
SOUTH AFRICA



# What is Democracy?



Democracy allows you to take part in decisions that affect your life.

Elections allow you to choose people who you would like to speak or act for you. You can then hold them accountable for their decisions and the laws they pass.

Choose your leaders. Take part in your country's decisions!



NON-RACISM  
NON-SEXISM

RECONCILIATION

ACCOUNTABILITY  
OPENNESS

EQUALITY  
HUMAN DIGNITY

RIGHTS  
RESPONSIBILITIES

RULE OF LAW  
SOCIAL JUSTICE

FREEDOM  
ELECTIONS

RESPECT  
UBUNTU



## PILLARS OF DEMOCRACY

**democracy**  
system of government where you vote to choose the people who will govern you

**accountable**  
public officials must take responsibility for their actions

**voters' roll**  
list of registered voters

**registered**  
your name is on the official voters' roll (list)

**candidates**  
people who compete in an election

## What makes a democracy?

- There are regular elections.
- There are many different parties.
- There is a voters' roll with every registered voter's name on it.
- The government is accountable and nothing is hidden.
- There is protection of human rights.
- All citizens are responsible and involved.
- They can get a job and earn money.
- There is respect for other people's political views.

## When are elections free and fair?

- Elections are free and fair when all candidates and parties can carry out their campaigns without fear.
- Voters can take part in elections without fear.
- Every registered voter can vote.
- They can vote even if they are blind or disabled.
- All citizens can belong to any political party of their choice.
- Elections are open and not influenced by a person or group.
- All parties accept the election results.

Did you know that anyone can form a party or be a candidate?

**campaigns**  
series of actions  
to bring about  
political or social  
change

# Understanding Local Government

Who makes the laws and policies in our country?



There are three levels of government in South Africa's democracy.

1

## National Government

- It makes and carries out laws and policies for the whole country.
- It is made up of:
  - Parliament led by the Speaker
  - National Government led by the President and Ministers

2

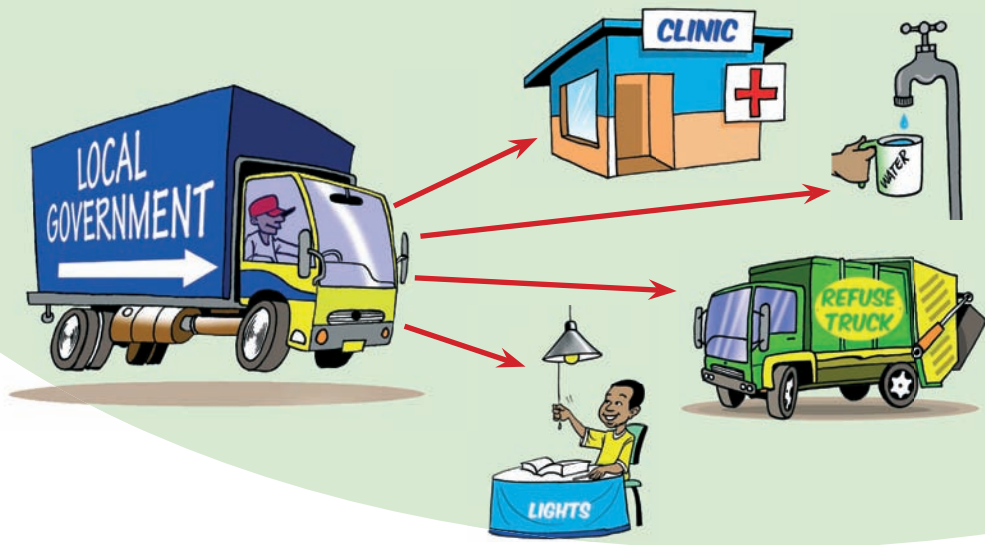
## Provincial Government

- It makes and carries out laws and policies that affect the province only.
- It is made up of:
  - Legislature led by the Speaker
  - Provincial Government led by the Premier and Members of the Executive Council (MECs)



policies  
plans or actions  
agreed by  
government

2



## Local Government

3

- It makes and carries out bylaws.
- It is made up of:
  - Councils who can pass laws and make decisions
  - They are led by the Speaker, Mayor and Ward Councillors

The Constitution (s152) decides on the most important functions of Local Government. The aims of Local Government are:

- To provide a democratic and accountable government for local communities
- To make sure there are sustainable services to communities
- To make sure there is social and economic development
- To make sure there is a safe and healthy environment
- To encourage communities and community organisations to be involved in Local Government.

**legislature**  
the laws of a  
country

**bylaws**  
laws that only  
apply in that area

**constitution**  
highest law in the  
country; describes rights  
and duties of citizens and  
government

**sustainable**  
can work for  
a long time

# Understanding Local Government



Local Government  
is made up of  
three types of  
municipalities.

## Category A

### Metropolitan Councils (Metros)

- Metros are in cities and areas where a lot of people live.
- Metros are divided into wards and managed by a Metropolitan Council.
- They do not share powers with the District Councils.
- There are eight Metros: Ekurhuleni, City of Johannesburg, City of Tshwane, Nelson Mandela Bay, eThekweni, City of Cape Town, Buffalo City and Mangaung.



wards  
smaller areas

## Category B

### Local Councils

- Areas that are outside the eight Metros are divided into Local Municipalities.
- Local Municipalities are in smaller cities and towns with fewer people.
- They share powers with the District Councils.
- There are 226 Local Municipalities in the country and each one is divided into wards.



## Category C

### District Councils

- There are 44 District Councils that organise development and delivery.
- They consist of a few Local Municipalities that make up one district. There are usually 4 – 6 Local Municipalities in a District Council.
- District Councils share powers with Local Councils.



# Municipal Elections

## In Municipal Elections:

- You vote for a political party  
AND
- You vote for the ward candidate of your choice.

How does voting work in Local Government?



## If you live in a Metropolitan Council (Metro):

You will be given 2 ballot papers:

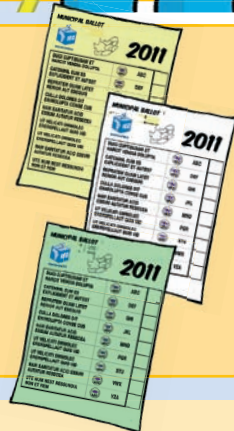
- The yellow one is a PR ballot where you vote for a political party.
- The white one is for the Ward Elections where you vote for a person to speak or act for you.



## If you live in a Local Council or District Council:

You will be given 3 ballot papers:

- The yellow one is a PR ballot where you vote for a political party.
- The white one is for the Ward Elections where you vote for a person to represent your ward.
- The green one is a PR ballot where you vote for a political party.



### candidate

someone who competes in an election; he or she tries to get the most votes

### PR

proportional representation means that the number of seats that each party gets is connected to the number of votes that it gets; the more votes they get, the more seats they get





## Who can vote?

For you to be able to vote in the Municipal Elections:

- You must be a South African citizen.
- You must be 18 or over on voting day.
- You must have a South African, green, bar-coded ID. Or you can have a valid temporary ID certificate (called a TIC).
- You must be registered on the voters' roll.

## How do I make sure I am registered?

To check if you are registered at the right place and your information is correct:

- You can send an SMS with your ID number to 32810. This costs R1 an SMS that is sent or received.
- You can go to [www.elections.org.za](http://www.elections.org.za) or [mobi.elections.org.za](http://mobi.elections.org.za).
- You can phone the IEC call centre 0800 11 8000 (free from a landline).
- You can look at the voters' roll at your Municipal Electoral Office during office hours.

In this Municipal Election, you can only vote at the voting station where you are registered.

### valid

it has not expired; the time it can be used has not come to an end

### registered

your name is on the official voters' roll (list)

# About Voting

## When do voting stations open and close?

- They open at 7am (in the morning).
- They close at 7pm (in the evening). You can vote as long as you are inside the area of the voting station at 7pm.

## Things to remember



- You must take your ID with you when you go to vote.
- You can only vote once.
- Your vote is your secret.
- No weapons are allowed in the voting station. The South African Police Service may search you.



## Special Votes

Special voting takes place in the Municipal Elections for the first time this year. You must **apply** in person for this special vote between 15 April and 3 May 2011. You must go to the Municipal Electoral Office (MEO). Someone else can also apply for a special vote for you.

There are two types of special votes:

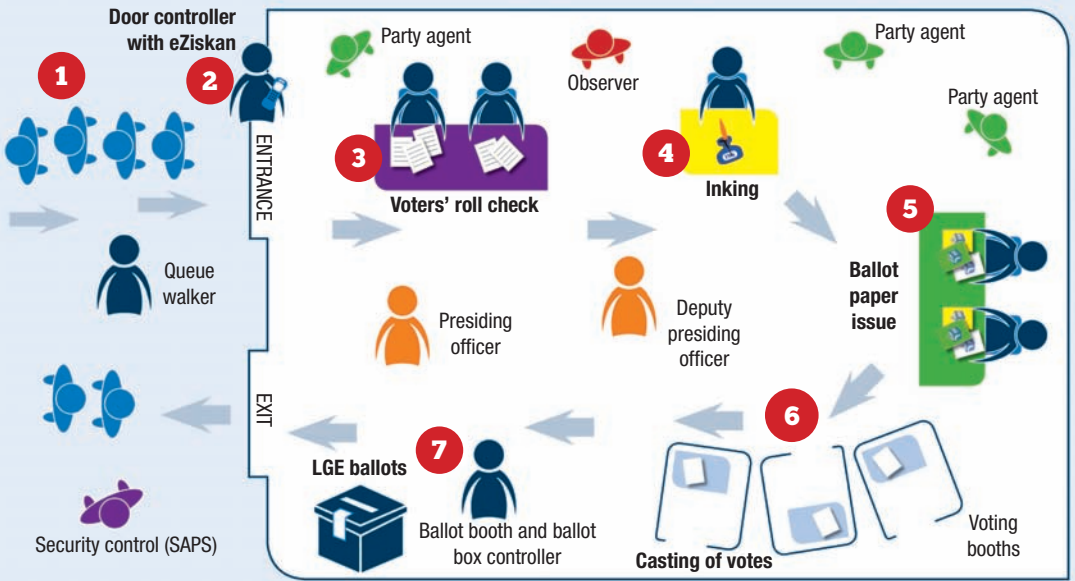
1. **Any registered voter who cannot vote at their voting station on Election Day** can apply for a special vote.
  - You will only be able to cast a special vote at the voting station where you are registered to vote.
  - Voting stations will be open for special voting on 16 May 2011.
2. **Any registered voter who is sick or disabled** and cannot travel to his or her voting station may apply for a home visit.
  - Home visits will take place on 16 and 17 May 2011.

- To apply for a special vote, get a form from your MEO office. Fill in the form and return it to the same office. You can also get a form from the website: [www.elections.org.za](http://www.elections.org.za).
- All applications must be approved.
- For more information, and for contact details of the MEO offices, phone 0800 11 8000 or go to [www.elections.org.za](http://www.elections.org.za).



**cast**  
to vote by making  
your mark on a  
ballot paper

# The Voting Process



ENSURING FREE AND FAIR ELECTIONS



Party agents: monitor & observe; they can object if there are irregularities



Observers: monitor & observe



SAPS: maintain law & order

Follow the numbers.  
They are the same as in  
the voting station above.

1

**In the queue:** An election official will check your ID to make sure you are registered. He or she will allow disabled, pregnant, sick or elderly voters to move to the front of the queue.



2

**At the door:** An election official will scan your ID with a zip-zip machine (eZiskan) to check if you are on the voters' roll. The scan will give you a slip of paper. This shows the order of your number on the voters' roll.

3

**At the voters' roll table:** Give your slip of paper to the voters' roll officer, who will check your ID photo. He or she will find your name on the voters' roll and draw a line through it. This will prevent you from voting again.

4

**At the inking table:** An election official will make a small mark on the nail of your left thumb with ink. It will stay on your thumb for a few days and proves that you have voted. If it is not possible to mark your left thumb, you will be marked in some other way.

5

**At the ballot paper table:** You will be given 2 or 3 ballot papers. This depends on your type of municipality (read more about this on pages 4 to 5). Each ballot paper will have an official stamp on the back.

6/7

**You are now ready to vote:**  
See the next page on how to make your mark!

### **Assisted voting**

- Anyone with a disability can choose someone who is over 18 to help them. The person you choose cannot be a political party agent.
- Anyone who cannot read or write can only be assisted by the Presiding Officer. Two party agents must be there too.



# How to make your Mark on the Ballot

6

**Voting booths:** An election official will show you where there is an open voting booth. You will be alone in the booth to make your mark. **Your vote is your secret.**

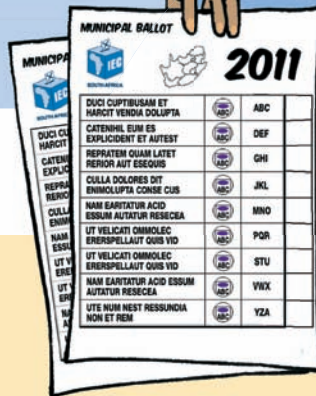
The following will be on the ballot papers:

**The PR ballot paper (for Metropolitan, Local and District Councils):**

- Full names of each political party
- Party logo or symbol
- Short name of party
- Empty box where you mark the party of your choice

**The Ward ballot paper:**

- Full names of each candidate
- Party logo or symbol
- Short name of party
- Independent ward candidates may have their photo
- Empty box where you mark the candidate of your choice



**independent**  
a candidate who  
doesn't belong to a  
particular party

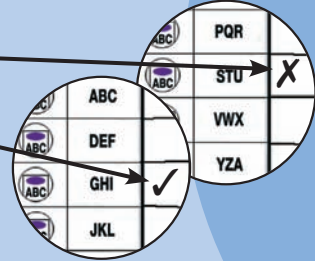
## Making your mark

- Make your mark in the box next to the party or candidate of your choice.
- Be careful not to let your mark touch any of the walls of the box.
- Make only one mark on the ballot paper.

It is best to make a cross like this:

You can also make a tick like this:

- Any mark is fine as long as it shows who you are voting for.
- This helps the voting officials when they count the votes.
- If you have made a mistake, do not put your ballot paper in the box. Tell the election official. He or she will then cancel your ballot paper. You will be given a new one.



7

**The ballot box:** Fold each ballot paper in half, so nobody can see your mark. An election official will check the stamp on the back of each ballot. You then place them in the ballot box.



### Counting the votes

This takes place straight after the voting station has closed. The results are put up outside each voting station. The final results are announced by the Municipal Electoral Officer.

# The Electoral Commission (IEC)

The Electoral Commission is independent and not influenced by any party or group. It is set up by Chapter 9 of the Constitution. The Commission manages national, provincial and municipal elections.

The IEC makes sure the elections are free and fair. You can trust the process and the results.



## How to contact the IEC

### WESTERN CAPE Provincial Office

The Bridge, 1st Floor, Unit 4  
304 Durban Road, Bellville, 7535  
Tel.: 021 910 5700 Fax: 021 910 4965

#### 1. WEST COAST REGION

Saldanha Bay Vredenburg 022 713 3948  
Swartland Malmesbury 022 487 9400  
Bergrivier Piketberg 022 913 1380  
Cederberg Citrusdal 022 921 2181  
Matzikama Vredendal 027 201 3387

#### 2. CAPE WINELANDS REGION

Breede Valley Worcester 023 342 8208  
Drakenstein Paarl 021 872 8813  
Stellenbosch 021 882 9056 / 021 882 9139  
Witzenberg Ceres 023 312 1286  
Langeberg Robertson 023 626 6873

#### 3. OVERBERG REGION

Cape Agulhas - Bredasdorp 028 424 1854  
Theewaterskloof - Caledon 028 212 3957  
Overstrand - Hermanus 028 313 8917  
Swellendam - Swellendam 028 514 2027

#### 4. EDEN REGION

George 044 873 2347  
Mossel Bay 044 606 5254 / 606 5253  
Knysna 044 302 6402  
Bitou - Plettenberg Bay 044 501 3041  
Hessequa - Heidelberg 028 722 8110

#### 5. KAROO REGION

Oudtshoorn 044 272 0398 / 272 2906  
Beaufort West 023 414 4659 / 414 4933  
Kannaland - Ladismith 028 551 2577  
Laingsburg 023 551 1018  
Prince Albert 023 541 1670

#### 6. CAPE METRO REGION Municipal Electoral Offices

Bellville Office (Nobel Park) 021 948 0346 / 948 0239 / 9480189  
Mitchells Plain Office 021 391 0885  
Khayelitsha 021 391 7474  
Athlone Office 021 696 4577 / 696 4385  
Constantia Office 021 794 0021  
Strand/Kuils River Office 021 854 3563