

Presidium in ensuring freedom of expression.

Participants should not express their opinions through howling, heckling, ululating, jeering, hissing, cheering and other similar interventions.

No document may be circulated at Conference without the prior approval of the Steering Committee, with the exception of reports and resolutions, drafts or amendments for consideration by Commissions or other sessions of Conference.

I. DRAFTING AND RESOLUTIONS COMMITTEE

The Drafting and Resolutions Committee (DRC) shall be appointed by the Steering Committee.

the members of the Drafting and Resolutions Committee shall be drawn from the NEC, the National Preparatory Committee, the regions and elected delegates.

The Committee may appoint sub-committees and/or call on participants with special experience for assistance.

COMMISSIONS

Commissions shall be constituted by the Steering Committee to address specific matters on the Agenda.

The Steering Committee will appoint the chairperson, rapporteurs and facilitators of Commissions.

The Steering Committee may delegate the power of appointment to the Commissions.

Commissions have the power to make recommendations for consideration by plenary sessions of Conference.

RECORD OF CONFERENCE

The Steering Committee shall be responsible for providing a proper record of the proceedings of Conference.

All Conference records and documents shall be submitted to the custody of the ANC NEC for use and deposited for safe keeping in the ANC archives.

ANC NATIONAL CONFERENCE JULY 1991 DURBAN

STANDING ORDERS AND RULES

A. NATIONAL CONFERENCE

1. National Conference is the highest organ of the African National Congress.
2. This Conference shall decide and approve all conference structures, rules of procedures, procedures for elections and the Conference Agenda.
3. Conference in its plenary sessions shall adopt resolutions and documents in the manner prescribed by the Constitution.
4. Pending adoption of the final Constitution, Conference shall operate/function on the basis of the Draft Constitution, unless otherwise agreed by simple majority in a plenary session.
5. Any decisions taken under the Draft Constitution shall be readopted after the adoption of Conference.

B. THE STEERING COMMITTEE

1. The Steering Committee shall direct all the work of Conference, in conformity with the decisions of delegates.
2. The members of the Steering Committee shall be drawn from the NEC, the National Preparatory Committee, regional representatives and delegates elected to Conference.
3. The Steering Committee shall be appointed by the NEC and shall be submitted to Conference for its approval.
4. The Steering Committee shall appoint the Presidium and other officials of plenary sessions.
5. The Steering Committee may constitute Commissions, appoint the Chairpersons and rapporteurs and allocate the facilitators thereof.
6. The Steering Committee shall monitor the work of the sessions as tabulated in the Agenda, and make recommendations to Conference to expedite and facilitate its deliberations.
7. The Steering Committee shall seek to resolve issues that Conference fails to resolve and end all deadlocks.
8. The Steering Committee shall meet prior to the commencement of Conference and thereafter as and when necessary.
9. The Steering Committee shall approve all public statements made on behalf of Conference.
10. The Steering Committee shall approve the distribution of all Conference documents.
11. The Steering Committee shall be responsible for scrutinising and approving the credentials of all participants and shall appoint a Credentials Committee for this purpose.
12. The Steering Committee shall have the right to appoint other Committees of Conference and delegate its responsibilities as it shall deem necessary.

C. THE PRESIDIUM

1. A Presidium consisting of a minimum of three persons appointed by the Steering Committee shall collectively guide and conduct the proceedings of each plenary session.
2. The Presidium shall ensure that matters on the agenda are dealt with in a timeous, expeditious manner.
3. The Presidium shall facilitate the widest participation in discussion ensuring a regional spread, protect the freedom of expression of delegates, promote free and fair debate, ensure that speakers address the issue on the agenda and that discussions are conducted in an orderly manner.
4. The Presidium shall apply the rules of procedure.
5. The Presidium shall
 - i. Call on speakers in accordance with procedure set out below.
 - ii. Call participants to order.
 - iii. Withdraw the right to speak where there has been an infringement of rules of procedure.
 - iv. Ensure that speakers adhere to the stipulated time.

D. RULES OF PROCEDURE

1. Speakers will only be recognised if they follow the appropriate procedure.
2. Motions or observations related to the rules of procedure take precedence over other requests to speak.
3. On a point of order being raised, discussion should be suspended to allow an intervention of not more than one minute.
4. A point of information may be allowed at the discretion of the speaker, who must then be allowed to respond.
5. All resolutions and motions must be proposed and seconded before they are opened for discussion.
6. Draft resolutions and proposed amendments should be discussed in the order in which they are raised.
7. When voting on a document to which there have been amendments, the amendments should first be put to a vote and finally the document with accepted amendments should be put to the vote.
8. Questions in dispute not provided for in the present rules of procedure shall be settled by the Conference upon proposal of the Presidium. The Presidium shall be guided by rules of procedure in common usage.

E. PARTICIPANTS

The following may participate in the proceedings of Conference:

Full Voting Delegates

1. Delegates elected from the internal and external regions who shall constitute 90 percent of the voting delegates to Conference.
2. Members of the NEC and ILC
3. Izitwalandwe

4. Three members of the Regional Executive Committees
5. Delegations from the Women's and Youth Leagues
6. Heads of Departments
7. Chief Representatives of the ANC

Non-Voting Participating Delegates

1. Invited Stalwarts
2. Departmental Representatives
3. ANC members who have been especially invited by the NEC
4. Delegations from ANC allies: Cosatu, SACP, UDF

F. SPEAKERS' RIGHTS AND PROCEDURES

1. Elected delegates, ex-officio and appointed delegates, and non-voting participating delegates have the right to speak in the plenary sessions and in Commissions.
2. Delegates wishing to speak in plenary should indicate such intention through the delegation leader. Only delegation leaders would be allowed to indicate such requests to the chair by raising her/his hand. The Chair would ensure a spread of speakers from the various delegations, paying due attention to the size of delegations.
3. Delegates will be allowed to speak for a maximum of two minutes in plenary session unless otherwise specified.
4. Points of clarification arising from the presentation of reports to plenary should be raised collectively through the region.
5. Delegates will be allowed to speak only once during the plenary session on each topic.
6. ANC structures and ANC allies shall be allowed to speak only once during the plenary session on each topic.
7. The right to speak of elected delegates shall take precedence over the right of other participants.
8. Points of order, and points of information should be indicated by raising of hands.
9. Participants may express themselves in the language of their choice. Translations will be provided in English, Xhosa/Zulu, Sotho and Afrikaans.

G. DELEGATIONS' AND PARTICIPANTS' RESPONSIBILITIES

1. All delegations should take their seats prior to the hour appointed for commencement of proceedings.
2. Participants should study conference papers and other documents in advance.
3. Participants should make their contributions in accordance with the agenda and in the manner prescribed by the rules of procedure.
4. Participants desiring to speak in plenary sessions should make their requests in the manner prescribed in Clause F.2. above.
5. All contributions should be directed to the Chair and not to other participants.
6. Participants should be prepared to consider views contrary to their own, and assist the

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Amendments to existing Draft Constitution as
proposed by the Constitutional Committee

These amendments were proposed by the inter-regional consultative on 5 June 1991

(1) The existing clause K shall read as follows:

"K. NATIONAL EXECUTIVE COMMITTEE"

1. The National Executive Committee (NEC), except where otherwise stipulated, shall be elected by secret ballot by the National Conference. It is the highest organ of the ANC between conferences and shall have complete authority to lead the organisation, subject to the provisions of the constitution.

2. The NEC shall hold office for three years and shall be constituted as follows:

a) The President, Deputy President, the Secretary General, Assistant Secretary General and the Treasurer General who shall be elected separately by the National Conference.

b) Fifty (50) members of the NEC shall be elected by secret ballot by the National Conference. Thirty percent (30%) of this number shall be women.

c) The Chairperson and the secretary of each elected ANC Regional Executive Committee who shall be ex officio members of the NEC.

d) The National President and Secretary of the ANC Womens League who shall be ex officio members of the NEC.

e) The National President and Secretary of the ANC Youth League who shall be ex officio members of the NEC.

f) The NEC shall have the power to co-opt not more than three (3) additional members at any time during its term of office in order to provide for a balanced representation that reflects the true character of the South African people, provided that such co-option enjoys the support of the Regional Executive Committee from which the proposed person comes.

g) Should a vacancy occur on the NEC for any reason, the NEC shall have the power to co-opt a replacement.

3. Nominations for the NEC members referred to in 2(a) and (b) above shall be by the following procedure:

a) (i) Nominations for the post of:

President

Deputy President

Secretary General

Assistant Secretary General

Treasurer General

shall be made by two regions and placed before the national conference.

(ii) A delegate to the conference shall, however, have the right to nominate any person whose name has not been proposed in terms of sub-section (i) above. In such event the presiding officer shall call for seconders to the nomination. If such nomination is seconded by a minimum of ten percent (10%) of conference delegates, then such nomination shall be regarded as having been duly seconded, in which event the name of such nominee shall be placed on the ballot paper. If the nomination fails to secure a minimum of 10% of conference delegates, such nomination shall fall away.

b) Nominations of candidates for the National Executive Committee other than the above positions shall be carried out by the following procedure:

i) Subject to sub-section 3 (a) (ii) below, only those candidates who have been proposed by two or more regions shall appear on the National Conference ballot paper.

(ii) A delegate to the conference shall, however, have the right to nominate any person whose name has not been proposed in terms of sub-section (i) above. In such event the presiding officer shall call for seconders to the nomination. If such nomination is seconded by a show of hands by a minimum of 100 delegates, then such nomination shall be regarded as having been duly seconded, in which event the name of such nominee shall be placed on the ballot paper. If the nomination fails to secure a minimum of 100 delegates, such nomination shall fall away.

c) Voting shall take place by secret ballot.

(4) A new sub-clause 4 is to be inserted in the existing N to read as follows:

"4. ASSISTANT SECRETARY GENERAL

The Assistant Secretary General shall assist the Secretary General, deputise for him or her when necessary and carry out whatever functions are entrusted to him or her by the National Conference or the NEC".

The existing sub-clauses 4, 5 and 6 become sub-clauses 5, 6 and 7.