



Vaal River City, the Cradle of Human Rights

## **ANC WOMEN COUNCILLORS CAUCUS TERMS OF REFERENCE**



*"It is our intention to carry out a nation-wide Programme of education that will bring home to the men and women of all national groups the realisation that freedom cannot be won for any one section or for the people as a whole as long as we women are kept in bondage." (Women's Caucus)*

**Name**

The name of the structure is Emfuleni Women's Councillors Caucus, herein referred to as Caucus Sub-Committee.

**Objectives**

- To champion women and gender struggles in Emfuleni.
- To strengthen the local government on matters of gender mainstreaming.
- To ensure that women forums and cooperatives are established in view of ensuring that they participate fully on local economic development.
- Act as an advisory and consultative body for all women Councillors raising and representing their interests within Council structures.
- Engage Council and its structures on empowerment issues affecting women.
- Facilitate leadership development for women in Council and its structures
- Enhance the capacity of women Councillors so as to ensure their effective participation in decision making processes including Political Education.
- Enhancement of women's capacity and skills within the Administration and Council in order to effectively contribute towards building the municipality.
- Development of young women in a form of mentorship programmes
- Affirmative action as a guiding tool to all processes in the municipality.
- To identify women development programmes to be championed by Women Councillors in their respective communities as mentors.
- To support and advance the cause of women's emancipation.
- Re-affirm and strengthen partnerships and networks that support women in Local Government, other spheres of government and civil society.

**Character of the ELM ANC Women Councilor's Caucus**

The character of the ANC Women Councillors Caucus is such that it can respond to the local government related issues, and community challenges.

- It derives its existence from the ANC caucus
- To work mainly with organizations that champions women and gender issues
- To be issue-based and to focus mainly on issues affecting women and children
- To be biased towards the working class
- To be an organic structure

**Membership**

- Membership shall be open to only women Councillors deployed by ANC in council

## **Rights and Duties**

- Right to participate in the programs of caucus.
- Right to elect or be elected into the structure of Women's caucus.
- Receive and impart information on all aspects of the ELM ANC Women's Caucus
- Take full responsibility in the discussion, formation and implementation of the policies of the Emfuleni Local Municipality ANC Women's Caucus
- Take necessary steps to understand and carry out the aims, objectives, policies and programs of the ELM ANC Women's Caucus.
- Deepen the understanding of the social, cultural, political and economic problems of our community.
- Maintain high level of discipline; behave honestly and loyally to the course of the ELM ANC Women's Councillors Caucus.
- No member shall have a right to publish any material or communicate with the media on issues that concerns Emfuleni Women Councillors Caucus except the chair whom will discharge this responsibility in consultation with the Chief Whip.
- Offer constructive criticism of any member of Women's Councillors Caucus within the structure, not outside.
- All Women Councillors must be active organizers of ANC and ANCWL.

## **Meetings**

- Plenary shall be convened once per quarter in between the Lekgotla to receive and ratify reports.
- Lekgotla shall be convened once per year to receive, ratify reports and develop programs.
- The Chairperson shall convene or use her own discretion to call a special meeting to deal with urgent matters if she deems it necessary.
- Failure to attend three consecutive meetings without written apology will constitute transgression.
- All apologies shall be directed to the Chair of the sub-committee, he will use his/her discretion to either approve or reject.

## **Date of Review**

- The terms of reference for Women Councillors Caucus shall be reviewed annually.

## **Term of Office**

- The term of office for Women's Caucus shall be the same as that of Council

**Quorum**

- The quorum for every meeting of the ELM ANC Women's Caucus shall be 50% plus 1

**Committee**

- The committee shall elect four Councillors i.e. Chairperson, Secretary, Campaign and Projects officer and one additional member.
- The committee shall in its first meeting co-opt two additional members with required expertise
- The chairperson of GEYODI committee shall serve in the committee as an ex-officio

**Powers of the Committee**

- Shall coordinate and lead all the programs of the ELM ANC Women's Caucus
- The committee will in consultation with the Chief Whip give broad political and organizational perspective to the ELM ANC Women's Caucus
- Shall represent the Women's Caucus in the ANC Whippery
- Shall in consultation with the Chief Whip manage its resources

**Chairperson responsibilities**

- Chair all meetings of the ELM ANC Women's Caucus
- Make pronouncements for and on behalf of the ELM ANC Women's Caucus
- Shall be the official spokesperson of ANC Women's Caucus
- Under the supervision of the ELM ANC Women's Caucus shall orientate the activities of the ELM ANC Women's Caucus

**Secretary**

- Shall be the Chief Administrator of the ELM ANC Women's Caucus
- Keep the minutes of every meeting and other records of the ELM ANC Women's Caucus
- Receive and Issue out correspondences of the structure with other bodies that have relations with the ELM ANC Women's Caucus and communicate such with the committee
- Convey the decisions and instructions of the plenary and Lekgotla to all members and see to it that they are carried out.
- Prepare the reports on the work of the committee and such other documents which from time to time may be required by the Women's Caucus

### **Campaigns and Projects officer**

- Shall organize all projects and campaigns of the ELM ANC Women's Caucus

### **Discipline**

- Discipline shall be confined to council standing orders and Councillors code of conduct
- The existing disciplinary committee shall preside on discipline matters for Caucus and all its sub-committees.
- The Whippers shall act as an appeal tribunal
- Any person to appear to the disciplinary shall have the right to receive reasonable notice of any hearing and of the basic allegation against her. She shall be afforded reasonable opportunity to prepare and present her defense.

### **Amendments**

- Any amendment to the Terms of Reference shall be by two-thirds majority vote at the annual Lekgotla
- Notice of intent to make proposal at the plenary or annual Lekgotla should be forwarded to the office of the secretary not later than seven days before the annual Lekgotla

### **Dissolution**

Only the Emfuleni local municipality ANC Caucus shall have the authority to dissolve the Women's Caucus