CODE OF CONDUCT POLICY FOR HOLDING BRANCH EXECUTIVE COMMITTEE (BEC) MEETINGS

1. TITLE AND VERSION CONTROL

1.1. **Policy Title:** Code of Conduct for Holding Branch Executive Committee (BEC) Meetings

1.2. **Document Number:** AAAIC-BEC-COC-2025-001

1.3. **Version Number:** 1.0

1.4. **Date of Adoption/Approval:** 25 May 2025

1.5. **Effective Date:** 1 June 2025

1.6. **Review Date:** 1 June 2027

1.7. **Policy Owner/Responsible Department:** Office of the Secretary-General, AAAIC National Executive Committee (NEC)

2. POLICY STATEMENT

2.1. This policy affirms the AAAIC's unwavering commitment to democratic participation, constitutional discipline, ethical leadership, and orderly management of party affairs at the branch level.

2.2. The conduct of Branch Executive Committee (BEC) meetings plays a central role in shaping the direction, vibrancy, and credibility of the organization.

2.3. It is therefore imperative that all BEC members uphold the highest standards of personal and collective discipline, ethics, professionalism, and political maturity when attending, participating in, or convening BEC meetings.

2.4. The policy establishes a framework for dignified, focused, and principled engagement during BEC meetings to safeguard the integrity of decisions and promote transparency, inclusivity, and internal democracy.

3. PURPOSE OF THE POLICY

The primary objectives of this policy are to:

3.1. Cultivate a disciplined and principled environment for BEC meetings;
3.2. Provide clear and enforceable standards of conduct for all attendees;
3.3. Ensure that meetings are conducted in an orderly, transparent, and accountable manner;
3.4. Protect the democratic rights of all BEC members to express their views freely and respectfully;
3.5. Prevent disruptions, intimidation, factionalism, or any form of misconduct that may undermine the legitimacy or functionality of the BEC;
3.6. Promote political education, cohesion, and constructive debate on matters affecting the party and community;
3.7. Build a culture of mutual respect, ethical leadership, and integrity within AAAIC structures.

4. SCOPE AND APPLICATION

This Code of Conduct shall apply to:

4.1. All elected, nominated, or co-opted members of the Branch Executive Committee;
4.2. Ex-officio members attending BEC meetings in their representative capacities;
4.3. Invited guests, political observers, and any other individual granted access to BEC meetings;
4.4. Sub-committees or task teams presenting reports or updates to the BEC;
4.5. Community members attending open sessions of BEC meetings (where applicable).

5. DEFINITIONS

5.1. **BEC:** Branch Executive Committee, the highest decision-making body of the party at branch level between general membership meetings.
5.2. **Member:** A person formally serving on the BEC either through election, co-option, or ex-officio status.

5.3. **Chairperson:** The official elected or delegated to preside over BEC meetings.

5.4. **Observer:** A non-participating attendee who may be present for purposes of oversight, auditing, or political education.

5.5. **Quorum:** The minimum number of members required to be present for the meeting to be legally constituted and valid.

6. LEGAL AND REGULATORY FRAMEWORK

This policy draws its authority and legitimacy from:

6.1. The Constitution of the ARISE AFRIKA ARISE INDEPENDENT CONGRESS (AAAIC);

6.2. The Political Party Funding Act, Electoral Act, and any other applicable electoral legislation;

6.3. Common principles of good governance, participatory democracy, and ethical leadership;

6.4. International best practices in political party administration.

7. POLICY PRINCIPLES

The conduct of BEC meetings shall be guided by the following core values and principles:

7.1. **Respect:** All members shall uphold the dignity of the party and fellow members through respectful engagement and civil discourse.

7.2. **Integrity:** Members must act honestly and refrain from misrepresenting facts, manipulating discussions, or engaging in unethical lobbying.

7.3. **Inclusivity:** All members must be given an opportunity to express their views without fear, prejudice, or discrimination.

7.4. **Confidentiality:** Members shall respect the privacy of internal deliberations and refrain from leaking or disclosing sensitive information.

7.5. **Discipline:** Adherence to agreed-upon rules, agenda, and decisions is non-negotiable. Disruptions and insubordination shall not be tolerated.

7.6. **Unity:** Members must promote collective leadership and decision-making and avoid divisive behavior.

8. ROLES AND RESPONSIBILITIES

8.1. Chairperson:

- Presides over BEC meetings;
- Ensures enforcement of this policy;
- Maintains order and focuses discussions on agenda items.

8.2. Secretary:

- Circulates agenda and minutes;
- Records decisions and tracks follow-ups;
- Reports any breaches of conduct.

8.3. BEC Members:

- Prepare for meetings by reviewing agenda and background materials;
- Participate respectfully and constructively;
- Observe decorum and adhere to rules of engagement.

8.4. Observers and Guests:

- Must be approved by the BEC and comply with all applicable rules;
- May not disrupt proceedings or speak unless invited to do so.

9. PROCEDURES AND IMPLEMENTATION

9.1. **Notice of Meeting:** A written notice and agenda must be sent to all members at least 48 hours in advance.

9.2. **Opening and Quorum:** Meetings must be opened formally by the Chairperson upon verification of quorum.

9.3. **Order of Business:** The agenda shall be followed strictly unless an urgent matter arises.

10. **Debate Protocol:**

10.1. Members must raise their hands and be recognized before speaking;

10.2. Contributions must be concise, relevant, and respectful;

10.3. Interruptions, insults, or grandstanding are strictly prohibited.

11. **Decision-Making:**

11.1. Decisions shall be made by consensus or simple majority vote;

11.2. Dissenting views must be recorded, but the majority decision binds all members.

12. **Adjournment and Follow-Up:**

12.1. All resolutions must be clearly recorded and assigned for implementation;

12.2. Minutes must be circulated within 72 hours.

10. COMPLIANCE AND MONITORING

10.1. All meetings shall be monitored for compliance by the Chairperson and Secretary.

10.2. Any observed or reported breach shall be recorded and addressed immediately.

10.3. A quarterly review of adherence to the policy shall be conducted and submitted to the Regional Executive Committee (REC).

11. TRAINING AND AWARENESS

11.1. All incoming BEC members must be inducted into this policy within 14 days of election or appointment.

11.2. Annual refresher sessions shall be conducted at branch level.

11.3. Copies of this policy must be made available at all branch offices and electronically.

12. VIOLATIONS AND DISCIPLINARY ACTION

Violations of this policy include but are not limited to:

12.1. Use of defamatory or abusive language;
12.2. Repeated disruption of meetings;
12.3. Intimidation of members;
12.4. Unauthorized disclosure of confidential information;
12.5. Failure to implement or respect decisions.
12.6. Sanctions may include:
12.6.1. Verbal or written warnings;
12.6.2. Suspension from meetings for a period of time;
12.6.3. Referral to the party's Disciplinary Committee;
12.6.4. Removal from leadership positions in serious or repeated cases.

13. GRIEVANCE AND APPEAL MECHANISM

Any member aggrieved by the application of this policy may:

- Submit a written grievance to the Branch Chairperson within seven (7) days;
- Appeal to the REC if dissatisfied with the outcome, within fourteen (14) days of the decision.
- The decision of the REC may be taken on review to the Provincial Executive Committee (PEC).

14. REVIEW AND AMENDMENT

This policy shall be reviewed at least every two (2) years or as determined by the NEC. Amendments must be proposed by a two-thirds majority of the NEC and ratified at the National Conference or Special Policy Assembly.

15. APPROVAL AND SIGN-OFF

Approved By:

Ben Suping Mothupi

President, ARISE AFRIKA ARISE INDEPENDENT CONGRESS (AAAIC)

Date of Approval: 25 May 2025

15. ANNEXURES AND TEMPLATES

- Annexure A: Standard BEC Meeting Agenda Template
- Annexure B: Incident/Breach Report Form
- Annexure C: Confidentiality and Conflict of Interest Declaration
- Annexure D: Attendance and Compliance Register