



COPE COORDINATING ZONE CONGRESSES MADE EASY

1. PROCESS FOR ESTABLISHMENT OR RENEWAL OF A COPE BRACH

- a) **THE ZONE SECRETARY**, or official assigned the responsibility, fills in the *Coordinating Zone Audit Form* by capturing the information of members reflected on the *Branch Audit Report* as having passed the *branch* audit including the date and the form number of the audit report where the *branch* appears
- b) After confirming that all the on the information on the *Coordinating Zone Audit Form* is accurate, signs off on it and sends it electronically to the Chairperson of the Membership Audit Committee and copies the General Secretary, Deputy General Secretary, Secretary for Membership and Organisational Development and also the secretary of the province.

2. THE AUDIT COMMITTEE

- a) Having received the **COORDINATING ZONE AUDIT FORM**
 - b) **CONFIRMS** that the listed *branches* passed the branch audit by checking on for their name or *number* against the *Branch Audit Report* of the date and with the number specified against the *branch* in the *Coordinating Zone Audit Form*.
 - c) **CONFIRMS** that the candidate *Coordinating Zone* has at least **50% plus one** of the branches that are new or have renewed.
 - d) **ELECTRONICALLY SENDS** the *Audited Coordinating Zone Report* to the General Secretary for consideration by the CNC, with copies to the Secretary for Membership and Organisational Development and relevant Provincial Secretary who in turn shall send it to all the relevant structures in the province including the Secretary/official of the structure that requested the branch audit.
3. **THE GENERAL SECRETARY** sends the recommendation of the Audit Committee to the CNC for its resolution to declare the *Coordinating Zone* ready to convene its Congress or otherwise

THE *Coordinating Zone* PREPARES TO CONVENE ITS INAUGURAL OR ORDINARY CONGRESS



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THE MEMBERSHIP AND STRUCTURE VERIFICATION COMMITTEE

1. **THE CHAIRPERSON OF THE VERIFICATION COMMITTEE SHALL**, working with the chairpersons of the Provincial Verification Committees, provides the CNC with a plan detailing which team of the Verification Committee, and under whose leadership, has been delegated the responsibility of overseeing the election process of the Metro Municipality, (District Municipality) Region, Local Municipality, coordinating zone conferences and Ward Congresses, ensuring that no member of the team oversees the structure to which he or she belongs.
2. **THE ASSIGNED VERIFICATION TEAM SHALL, AT THE Coordinating Zone CONGRESS;**
 - a) **CONFIRM CREDENTIALS** of the **Coordinating Zone** and that 50% plus one of the total number of **branches** of that **Coordinating Zone** attended the congress,
 - b) **VERIFY AND CONFIRM** that **branches** who are said to have attended the **Coordinating Zone** congress indeed did attend, eg using group photos or other means, which shall form part of the record and history of the party;
 - c) **CONFIRM THAT THE CONGRESS MET THE QUORUM REQUIREMENTS** to start the **Coordinating Zone** congress (50% plus one of **branches** expected at congress), quorum requirements to vote (50% plus one of accredited delegates) and quorum requirements to elect leadership (50% plus one of accredited delegates unless a decision is taken that the elections for the leadership of a particular structure shall be by all members of that structure as provided for by the constitution of the party)
 - d) **VERIFY AND CONFIRM** that the elections were declared as free and fair by the overseeing structure;
 - e) **CONFIRM** that all provisions of the constitution regarding launching of a **Coordinating Zone** were adhered to;
 - f) **RECOMMEND TO THE CNC**, through its delegation at the **Coordinating Zone** congress, the recognition of that **Coordinating Zone**, as having been duly constituted, or renewed as the case may be, or give reasons why that branch should not be recognized.
 - g) **RECOMMEND TO THE CNC**, through its delegation at the **Coordinating Zone** congress, the recognition of the newly elected leadership as having been duly elected or give reasons why that leadership should not be recognized.
 - h) **THE CNC DELEGATION AT THE CONGRESS** shall consider the adoption of the recommendations of the Verification Team on the **Coordinating Zone** and leadership recognition
 - i) **IF THE CNC DELEGATION** does not recognize the **Coordinating Zone** or its leadership it shall state reasons why it does not recognize the **Coordinating Zone** in which case the **Coordinating Zone** may not be declared as having been launched or renewed and may therefore not have a leadership.