

UKWENZIWA KWEZIPHAKAMISO ZOMLOMO

Iziphakamiso zomlomo zikunika ithuba lokugxininisa oko ukubhalileyo kwisiphakamiso sakho kwaye zivumela ikomiti ukuba icacise iingongoma ezichatshazelweyo kwisiphakamiso. Ukuba ikomiti igqibe ekubeni isiphulaphule isiphakamiso sakho, uNobhala weKomiti uza kuqhagamshelana nawe enze amalungiselelo okuphulaphula isiphakamiso sakho ngomlomo.

Iziphakamiso zomlomo zinakho ukwenziwa kwiiNdibano zoLuntu zovakalisimo-zimvo ezibanjwa ziiKomiti.

- Ezi ziphakamiso ziyarekhodwa kwiiNdibano zoLuntu zovakalisimo-zimvo zize zikubhalwe phantsi.
- I(i)komiti e(zi)fanelekileyo zijonga ubungqina okanye iimbono ekwabelwene ngazo kwiiNdibano yoluntu (z)ize (z)ixoxe okuqulethweyo.
- Ukuba umbono uxhaswa ngabantu abaninzi kwaye unesidima, lo mbono okanye lo mcimbi unethuba elihle lokubandakanywa kumsebenzi we(e)komiti e(zi)fanelekileyo.
- I(i)komiti (z)iya kuthabatha isigqibo malunga nesidima somba lowo.

IMIGAQO YOKWENZIWA KWEZIPHAKAMISO ZOMLOMO

Indlela yokwenza iziphakamiso zomlomo yahluka ngokweekomiti kwaye ixhomekeka nakumba lowo kuxoxwa ngawo.

Landela imigaqo efanayo neyziphakamiso ezibhaliweyo.

Ukulungiselela isiphakamiso sakho somlomo – Njengokuba iindibano zeeKomiti zivulelekile kuluntu jikelele nakumajelo eendaba, usenokunqwenela ukuba ubekho kwenye yezi ndibano phambi kokuba wenze isiphakamiso sakho somlomo. Ngemini yesiphakamiso sakho somlomo, fika kwangethuba. Yingcinga entle ukuyicwangcisa intetho yakho ukuze ukwazi ukuziveza zonke iingongoma ezifanelekileyo kwaye kubekho nethuba elaneleyo lemibuzo.

Izixhobo zokuncedisa ezibonakalayo – Amagumbi eekomiti zasePalamente afakelwe izixhobo zokuncedisa ezibonakalayo nezivakalayo kwaye isiphakamiso sakho singanefuthe nangakumbi ukuba sithe sasetyenziswa ndawonye nezi zixhobo.

Ulwimi – Ungasenza isiphakamiso sakho somlomo ngalo naluphi na ulwimi olusemthethweni kwiilwimi zaseMzantsi Afrika. Yazisa iKomiti ngolwimi olukhethayo ngaphambi kwexesha lokuthetha kwakho ukuze iPalamente yenze amalungiselelo afanelekileyo okutolika.

Imibuzo – Kulungele ukubuzwa imibuzo ngamaLungu eKomiti. Yingcinga elungileyo ukucinga ngemibuzo esenokubuzwa uze ulungiselele ukuyiphendula

Ixesha owabelwe lona – Ungalixoxa kwangaphambili ixesha owabelwe lona noNobhala weKomiti. Ikomiti ithatha isigqibo ngexesha elabelwa iziphakamiso zomlomo.

Thatha inxaxheba ePalamente. Yenza ilizwi lakho livakale.

Le ncwadana iyafumaneka ngazo zonke iilwimi ezisemthethweni eMzantsi Afrika.



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Xhosa
Ukwenza Iziphakamiso Kwipalamente
Ukwenza Iziphakamiso Kwipalamente

UKWENZA IZIPHAKAMISO KWIPALAMENTE

UMgaqo-siseko woMzantsi Afrika wenza isibonelelo sokubandakanya uluntu ekuqulunqeni imithetho, ukongamela kunye nezinye iinkqubo zasePalamente. Inkqubo yolawulo lwentando yesininzi yoMzantsi Afrika ayiphelelanga nje ekuboneleleni abemi ukuthini bonyule abameli babo, kodwa ikwavumela abemi ukuba babe nelizwi kwimiba ebachaphazelayo.

Enye yendlela uluntu olunokwenza ngayo ukuba ilizwi labo livakale kukwenza iziphakamiso kwiiKomiti zeNdlu yoWiso-mthetho yeSizwe, neeKomiti zeBhunga lamaPhondo leSizwe okanye kwiiKomiti eziHlangeneyo.

Ukuze iziphakamiso ezivela kuluntu zibe nefuthe, umxholo kunye nendlela eziqulunqwe ngazo kufuneka ziqwalaselwe ngobunono.

Kubalulekile ukuba isiphakamiso sifundeke lula ukuze amalungu eekomiti akwazi ukuqonda okuqulathwe siso.

YINTONI ISIPHAKAMISO?

Isiphakamiso luvakalisizimvo okanye iibono ezibhaliweyo ngomba okanye umthetho ophantsi kwengqwalasela yekomiti yePalamente.

Iziphakamiso zingavakaliswa ngolwimi lwakho oluthandayo.

Iziphakamiso zidla ngokubhalwa phantsi. Zingaxininiwa ngovakalisizimvo olwenziwa ngomlomo kwikomiti, ukuba umntu okanye iqela elo lenze isiphakamiso limenyiwe ukuba lizokwenza uvakalisizimvo lomlomo.

Ukwenza isiphakamiso kudala ithuba kulo naliphi ilungu loluntu ukuba licebise ngokwenziwa kweenguqulelo okanye licebise amanyathelo anokuthi athatyathwe ukuqinisekisa ukuba imithetho ephunyezwa yiPalamente okanye nawuphi na umba oqwalaselwa yiPalamente, uyaziphumeza iinjongo zalo.

USIBHALA NJANI ISIPHAKAMISO?

Nangona kungekho ndlela kuvunyelwene ngayo yokubhalwa kwesiphakamiso esiya kwikomiti, kufuneka isiphakamiso sicingisiswe kwaye sifundeke lula.

Ezi ngcebiso zilandelayo zinganceda ekufezekiseni oku:

Isihloko – Nika isiphakamiso sakho isihloko ngokubhalwa igama lekomiti esiya kuyo nesihloko esipheleleyo soMthetho oYilwayo okanye isihloko

Sivela kubani? – Bhala ngokucacileyo ukuba isiphakamiso sivela kubani. Bhala igama lakho okanye igama lombutho owumeleyo.

Iinkcukacha zoqhagamshelwano – Quka idilesi yoqhagamshelwano kunye nenombolo yomnxeba yasemini. Ukuba ngenxa yezizathu zakho zokobuqu akunqweneli ukuba ezo nkcukacha nesiphakamiso sakho zipapashwe, kuchaze oko kwincwadi eqhotyoshelelwe ngaphezulu kwisiphakamiso sakho uze ungazibhali ezo nkcukacha kwisiphakamiso.

UKWENZA IZIPHAKAMISO KWIPALAMENTE YERIPHABLIKI YOMZANTSI AFIKA

Ingaba unqwenela ukuvela phambi kwekomiti? – Bonakalisa ngokucacileyo ukuba ungathanda ukufumana ithuba lokuthetha nekomiti buqu. Ukuba umele umbutho kwaye unqwenela ukuba amanye amalungu ombutho wakho avele kunye nawe phambi kwekomiti, nokuba kungokunika inkxaso okanye eze kuthetha, faka amagama nezikhundla zabo.

Umbutho wakho – Ukuba ubhala egameni lombutho, nika iinkcukacha ngokufutshane ngeenjongo zombutho, ubulungu kunye nokwakhiwa kwawo. Qinisekisa ukuba unalobuqela lokwenza oko uze uchaze nesikhundla sakho embuthweni.

Ngubani omnye okuxhasayo? – Usenokuphawula ngendlela ebanzi othe walumana ngayo iindlebe nabanye ngexesha lokubhala kwakho isiphakamiso. Isiphakamiso sakho singavakala ngcono ukuba sinenkxaso ebanzi.

IMIGAQO YOKUBHALA IZIPHAKAMISO

Xa ubhalela ikomiti isiphakamiso, uzakube uhlomla ngokuphathelele kuMthetho oYilwayo okanye umba ongundaba-mlonyeni. Nangona ukhona umahluko kwindlela yokubhala isiphakamiso esingoMthetho oYilwayo, zikho iinqobo ezingundoqo ezisetyenziswayo.

Ukusetyenziswa kolwimi – Sebenzisa ulwimi olunentlonipho. Isiphakamiso esibhalwe ngolwimi olunezityholo nolungenantlonipho asisayi kuqwalaselwa.

Isemxholweni – Hlala emxholweni. Isiphakamiso sakho kufuneka sihlale kumxholo ekuxoxwa ngawo. Ikomiti ingagqiba kwelokuba ingasihoyi isiphakamiso esinganxulumananga nomxholo ekuxoxwa ngawo.

Icacile – Hlela izivakalisi kunye nemihlathi yakho ngokulandelelana. Zama ukuvakalisa ingxoxo ecacileyo neyenziwe ngobuchule. Isiphakamiso esithetha apha naphaya okanye esixuba imiba engadibaniyo singawabhida amalungu ekomiti kwaye lihle nefuthe laso.

Yiba mfutshane – Vakalisa ngesigama esilula ungqale ngqo. Musa ukubhala ngaphezu kwemfuneko. Umtyangampo wesiphakamiso ungawenza buthathaka amanqaku angundoqo onqwenela ukuwagqithisa. Ikomiti ifuna ukwazi ukuba ucinga ntoni na kwaye buyintoni ubungqina bakho okanye imiba oxhasa ngayo izimvo zakho.

Ichanekile – Uchanekile kwaye ugqibelele. Qokelela uze uphanda ngobunono lonke ulwazi olusemxholweni. Qinisekisa ukuba amanqaku akho angachanekileyo. Isiphakamiso esineempazamo ezininzi siyinciphisa ngamandla impembelelo nefuthe laso.

Isiphelo – Shwankathela okanye udwelise iingongoma ezingundoqo zeengcebiso zakho kwisiphelo esisekupheleni kwesiphakamiso okanye kwisishwankathelo sobuchule esisekuqaleni.

Ukuthumela isiphakamiso sakho – Isiphakamiso sakho kufuneka sifikelele kwikomiti ngomhla okanye ngaphambi komhla wokuvalwa kweziphakamiso, kwaye kufuneka sithunyelwe kuNobhala weKomiti efanelekileyo.