



## ICPSK ELECTION GUIDELINES, 2017

### 1.0 Preamble:

This ICPSK Elections Guidelines are meant to provide clear guidance to the Institute members on (i) How to nominate and/or elect a member into ICPSK Chairman or Council positions, and (ii) How to seek nomination or be elected.

### 2.0 Eligibility for Election

Every ICPSK member shall be eligible for election to the position of Chairman or Council member as per The Certified Public Secretaries of Kenya Act, Cap 534, and as may be amended from time to time, unless s/he:

- 2.1 Has not fully paid subscriptions or any other Institute's fees relating to any period of time.
- 2.2 Has not attained twenty (20) structured CPD points in the preceding year.
- 2.3 Has a pending disciplinary case at the Institute.
- 2.4 Is an employee of the Institute.
- 2.5 Is of unsound mind or an undischarged bankrupt.
- 2.6 Has been involved in mismanagement of public funds, corrupt practices or has been convicted of any offence involving dishonesty or is sentenced to imprisonment for a term exceeding three months.
- 2.7 Has been involved in an election malpractice.
- 2.8 Is not validly nominated by the Nominating Committee

### 3.0 Nomination process

- 3.1 All Members of the Institute in good standing and who are interested in contesting any of the positions are required to fill in and submit their nominations on the approved '*ICPSK Nomination Form*' and '*Candidates Profile Form*.'
- 3.2 The applicants shall get a proposer and seconder, both of whom are members of the Institute in good standing, to sign the Nomination Form.
- 3.3 The completed and duly signed '*ICPSK Nomination Form*' and '*Candidates Profile Form*' should be sent to the email [elections@icpsk.com](mailto:elections@icpsk.com) or hand delivered and received at the Institute's office reception on or before **Monday 22<sup>nd</sup> May 2017 at 11.00 am**.
- 3.4 Nomination Forms sent via email will be acknowledged via the same email within 24 hours of receipt. Such forms shall only be

deemed to have been received at the Institute upon acknowledgement of receipt.

- 3.5 Forms hand delivered to the Institute's Office reception should be in a sealed envelope marked "NOMINATION" and forwarded with a copy whereupon receipt will be acknowledged by way of a signature, the Institute's official stamp and an indication of the exact time of receipt.
- 3.6 Upon receipt and review of the Nomination Forms, the Nominating Committee will forward the list of the validly nominated candidates to the Council for approval.
- 3.7 Names and profiles of the approved candidates will be circulated to members of the Institute via email and will be displayed on the Institute's website.
- 3.8 Unsuccessful applicants will be notified within seven (7) days of the date of closure of receiving of nominations.

#### **4.0 Elections**

- 4.1 The elections shall be both by Electronic and manual voting.
- 4.2 Guidelines on Electronic Voting will be issued as per the guidance of the Nominations Committee.
- 4.3 The Nominations Committee shall not disclose results of the electronic process to any person before the date of the Annual General Meeting (AGM) and before completion of the manual voting.
- 4.4 Manual Voting will be conducted at the AGM.
- 4.5 A member who has voted through the Electronic Voting shall not vote in the Manual Voting.
- 4.6 Only members present, either in person or by proxy, at the AGM shall participate in manual voting.
- 4.7 Voting shall be one member one vote.
- 4.8 A candidate who is duly nominated can be voted even when absent at the AGM.
- 4.9 The manual voting at the AGM shall be by Secret ballot. A member shall cast his vote by placing a tick or a cross in ink in the space provided for the candidate of their choice.
- 4.10 The counting of votes shall be done by the Returning Officer in the presence of the scrutineers, candidates and their agents.
- 4.11 A soon as the voting papers have been examined and the results of election ascertained, the decision of the Returning Officer shall be final and the ballot papers shall be closed under the seal of the Returning Officer and shall be retained by the Secretary for at least six months after the AGM, after which they may be destroyed.

- 4.12 The Returning Officer shall announce to the AGM the elections results and declare candidates who get the highest number of votes in the elections as duly elected Chairman and Council members, as the case may be.
- 4.13 In case of an equality of votes, the ties shall be resolved by lot during the AGM, and any candidate or member who is not satisfied with the counting may appeal for a recounting of the votes within 14 days.
- 4.14 The elected members shall commence their terms of office after the adoption of the report of the Returning Officer by the AGM.

## **5.0 Proxies**

Any member entitled to attend and vote in the AGM may appoint one proxy to vote on their behalf at the AGM provided that:

- 5.1 Appointment of the proxy is on the prescribed form.
- 5.2 The Proxy form properly signed by the appointing member.
- 5.3 Person appointed as proxy is a member of the Institute in good standing.
- 5.4 The Proxy is received and stamped at the Institute's reception by latest **Monday 5<sup>th</sup> June, 2017 at 11:00 A.M.** or scanned and emailed to [elections@icpsk.com](mailto:elections@icpsk.com) and the email receipt acknowledged by latest **Monday 5<sup>th</sup> June, 2017 at 11:00 A.M.**
- 5.5 The member appointing the proxy has not voted electronically.

## **6.0 Campaigns**

Campaigns are allowed as a means of soliciting votes but subject to the following:

- 6.1 Candidates and/or their agents should **NOT** solicit for votes at the AGM venue except if offered the opportunity to do so by the returning officer during the election agenda.
- 6.2 Each Candidate shall present their profiles of not more than 500 words and a coloured passport-size photograph to the nominations committee for circulation to members via email and for display on the Institute's website.

Sincerely,

**CS. Obare Nyaega**  
**Chief Executive Officer.**