

NO	CURRENT POLICY	PROPOSED AMMENDMENTS
1	<p>9.0 NOTIFICATION OF VACANCIES</p> <ol style="list-style-type: none"> 1. The nomination and vetting committee shall notify the members of the vacancies arising in both the directors and the Supervisory Board for at least twenty-one (21) clear days. 2. The notice shall be published at the official website of the Society, the notice Board at the Society, and any other public media. 	<p>9.0 NOTIFICATION OF VACANCIES</p> <ol style="list-style-type: none"> 1. The nomination and vetting committee shall notify the members through the Board of the vacancies arising in both the directors and the Supervisory Board for at least twenty-one (21) working days 2. The 21 working days' notice shall be published at the official website of the Society, the notice Board at the Society, and any other public media.
2	<p>10.0 NOTICE OF INTENTION TO FILL THE VACANCIES</p> <p>The Notice of intention to fill the vacancies in the Society Board and Supervisory shall state the following information</p> <p>(b)The closing date for receiving the applications, place, and time, and that the dates shall not be extended.</p> <ol style="list-style-type: none"> i) Attach certified statement (s) for purchase of shareholding of at least fifty thousand Kenya shillings (Kshs 50,000) and eight hundred thousand (Kshs 800,000) non-withdrawable deposits in the Society for the last six (6) months before the application date. iv) stamped application form from the Ethics and Anti-Corruption Commission, 	<p>10.0 NOTICE OF INTENTION TO FILL THE VACANCIES</p> <p>The Notice of intention to fill the vacancies in the Society Board and Supervisory shall state the following information</p> <p>(b) The closing date for receiving the applications, place, mode and time, and that the dates shall not be extended</p> <ol style="list-style-type: none"> i) Attach certified statement (s) for purchase of shareholding of at least fifty thousand Kenya shillings (Kshs 50,000) and one million shilling (Kshs 1000,000) non-withdrawable deposits in the Society for the last six (6) months as at the end of the financial year. iv) A self-declaration stamped application form from the Ethics and Anti-Corruption Commission
3	<p>11.0 DOCUMENTS REQUIRED FROM CANDIDATES</p> <p>The prospective candidates shall submit the following documents addressed to the secretary, nomination and vetting committee, or Chief Executive Officer, to aid the committee in confirming or varying the</p>	<ol style="list-style-type: none"> a) Duly filled nomination form, stamped by the commissioner of oath. b) KRA Pin certificate

	<p>above information, together with the application.</p> <p>a) Duly filled nomination form,</p>	
4	<p>12.0 NOMINATIONS AND VETTING COMMITTEE</p> <p>There shall be a nomination and vetting committee, which shall comprise five members.</p> <ol style="list-style-type: none"> 1. County Director of Co-operatives or his or her representatives, who shall be the Returning Officer, 2. Chief Executive Officer or his/her representative, who will be the Secretary to the committee, <p>Not more than three persons drawn from any association of professional bodies registered in Kenya, including but not limited to the Law Society of Kenya, government</p> <ol style="list-style-type: none"> 1. officials, religious leaders from a registered religious community within the areas of operation of the Cooperative. 	<p>12.0 NOMINATIONS AND VETTING COMMITTEE</p> <p>There shall be a nomination and vetting committee, which shall comprise three members.</p> <ol style="list-style-type: none"> 1. County Director of Co-operatives or his or her representatives, who shall be the Chairman of the committee and returning officer 2. Chief Executive Officer or his/her representative, who will be the Secretary to the committee, 3. One person drawn from any association of professional bodies registered in Kenya, 4. Members of the nominations and vetting committee shall serve for a period of twelve (12) months.
5	<p>13.0 APPOINTMENT OF PROFESSIONALS TOTHE COMMITTEE.</p> <ol style="list-style-type: none"> a) The Society shall cause to advertise to the public for a candidate (s) to be nominated to the position of nomination and vetting committee member 90 days before the end of the financial year, with qualifications as detailed in the Act, Regulation, bylaw, and policy. b) The nomination and vetting committee shall be constituted 60 days before the financial year. c) The selected candidate as per the process in (b), shall be issued with an appointment letter signed by the Chief Executive Officer on behalf of the Society detailing the terms and 	<p>13.0 APPOINTMENT OF PROFESSIONALS TO THE COMMITTEE.</p> <ol style="list-style-type: none"> a) The Board shall cause to advertise to the public for a candidate (s) to be nominated to the position of nomination and vetting committee member before an election with qualifications as detailed in the Act, Regulation, bylaw, and policy. b)The nomination and vetting committee shall be constituted 60 days before an election, c) The selected candidate as per the process in (b), shall be issued with an appointment letter signed by the Chairman Board of Directors on behalf of the Society detailing the terms and conditions of service before assuming office. d) The appointed will serve for a period of 12 months

	<p>conditions of service before assuming office.</p> <p>d) The appointed will serve for a period of 12 months</p>	
6	<p>14.0 DUTIES AND RESPONSIBILITIES OF THE NOMINATION AND VETTING COMMITTEE.</p> <p>a) Cause to declare vacant positions for Board of Directors and Supervisory Board membership.</p>	<p>14.0 DUTIES AND RESPONSIBILITIES OF THE NOMINATION AND VETTING COMMITTEE.</p> <p>a) The committee shall cause to declare vacant positions for Board of Directors and Supervisory Board membership through the office of the Honorary Secretary</p>
7	<p>15.0 NOMINATION AND ELECTION COMMITTEE SITTINGS</p> <p>The committee shall have a maximum of ten (10) sittings to transact the following business.</p> <p>i. Hold the first meeting for reconstitution of the committee and understanding duties and responsibilities provided for in this policy, bylaws, and the Co-operative Act.</p> <p>ii. Second meeting to be held for declaring vacancies for the directorship and the requirements as provided for in this policy, before an election of which a minimum of 21 days will be issued to candidates to make their applications.</p> <p>iii. The C.E.O will receive all applications for contesting candidates (which shall be in sealed envelopes), confirm the details in the nomination register, and append their signatures on all the</p>	<p>15.0 NOMINATION AND ELECTION COMMITTEE SITTINGS</p> <p>The committee shall have a maximum of ten (10) sittings to transact the following business.</p> <p>i. Hold the first meeting for reconstitution of the committee and understanding duties and responsibilities provided for in this policy, bylaws, and the Co-operative Act.</p> <p>ii. Second meeting to be held for declaring vacancies for the board of directors and supervisory committee and the requirements as provided for in this policy, before an election of which a minimum of 21 days will be issued to candidates to make their applications.</p> <p>iii. The C.E.O will receive all applications for contesting candidates (which shall be in sealed envelopes), confirm the details in the nomination register, and append their signatures on all the applications .</p> <p>iv. The nomination and vetting committee shall hold a meeting 30 days before the general election to receive and open applications.</p>

	<p>applications.</p> <p>iv. The nomination and vetting committee shall hold a meeting 30 days before the general election to receive and open applications.</p> <p>v. The committee shall then carry out vetting to ensure that the candidates meet the requirements as per the notice, By-laws, Sacco Societies Act, Co-operative Societies Act, Regulations, and any other applicable Laws.</p> <p>vi. Communicate to all the applicants in writing whether successful or not. The reasons for disqualifications shall be clearly spelled in the communication.</p> <p>vii. The second sitting shall be held 24 days before the general meeting for interviewing successful candidates after appeals, signing of the code of conduct, and issuance of nomination certificates signed by the chair of the committee.</p> <p>viii. The third sitting shall be held 20 days before elections for preparing of the nomination and vetting report.</p> <p>ix. The nomination and vetting committee shall hold a meeting with the Board 14 days before the election to hand over the report for the Board's actions on their recommendations and</p>	<p>xv. The committee shall then carry out vetting to ensure that the candidates meet the requirements as per the notice, By-laws, Sacco Societies Act, Co-operative Societies Act, Regulations, and any other applicable Laws.</p> <p>xvi. Communicate to all the applicants in writing whether successful or not. The reasons for disqualifications shall be clearly stipulated in the communication.</p> <p>xvii. The second sitting shall be held before the general meeting for interviewing successful candidates after appeals, signing of the code of conduct, and issuance of nomination certificates signed by the chair of the committee.</p> <p>xviii. The third sitting shall be held to prepare the nomination and vetting report.</p> <p>xix. The nomination and vetting committee shall hold a meeting with the Board 14 days before the election to hand over the report for the Board's actions on their recommendations and procedures of the election.</p> <p>xx. The committee shall allocate some time for holding peaceful meetings with candidates, which shall not exceed three meetings.</p> <p>xxi. The committee shall ensure that the nominated candidates sign and adhere to the code of conduct.</p> <p>xxii. The nomination and vetting committee shall ensure that at every stage, the nomination</p>
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	<p>procedures of the election.</p> <p>x. The committee shall allocate some time for holding peaceful meetings with candidates, which shall not exceed three meetings.</p> <p>xi. The committee shall ensure that the nominated candidates sign and adhere to the code of conduct.</p> <p>xii. The nomination and vetting committee shall ensure that at every stage, the nomination process is done within and in compliance with the official SACCO election calendar.</p> <p>xiii. A register of members shall be available and verified by the Nomination Committee before its publication.</p> <p>xiv. The nomination and vetting committee shall hold a closure meeting 15 days after the general meeting for elections.</p>	<p>process is done within and in compliance with the official SACCO election calendar.</p> <p>xxiii. A register of members shall be available and verified by the Nomination Committee before its publication.</p> <p>xxiv. The nomination and vetting committee shall hold a closure meeting 15 days after the general meeting for elections.</p>
<p>8</p>	<p>16.0 NOMINATION AND VETTING APPEAL COMMITTEE</p> <p>There shall be a nomination and vetting appeal Committee, which shall comprise of the following members.</p> <ol style="list-style-type: none"> 1. Commissioner of the Co-operatives or his /her representative, 3. Any three (3) persons drawn from the professional association bodies registered in Kenya, government officials, or religious leaders from a registered religious community within the areas of operation of the Cooperative 5. The professional, government officials, or religious person (s) shall be 	<p>16.0 NOMINATION AND VETTING APPEAL COMMITTEE</p> <p>There shall be a nomination and vetting appeal Committee, which shall comprise of three the following members.</p> <ol style="list-style-type: none"> 1. Director of the Co-operatives or his /her representative, 2. Chief Executive Officer or his representative, who will be the Secretary to the committee, 3. One (1) persons drawn from the professional association bodies registered in Kenya, 3. The professional person (s) shall be appointed as detailed above in the nomination and election committee.

	appointed as detailed above in the nomination and election committee.	
9	<p>17.0 POWERS OF THE NOMINATION AND VETTING APPEAL COMMITTEE</p> <p>k) Appealing aspirants shall pay a non-refundable appeal fee of twenty thousand Kenya shillings (Kshs. 20,000)</p>	<p>17.0 POWERS OF THE NOMINATION AND VETTING APPEAL COMMITTEE</p> <p>k) Election aspirants appealing shall pay a non-refundable appeal fee of five thousand Kenya shillings (Kshs. 5,000)</p>
10	<p>24.0 VOTERS REGISTER</p> <p>a) The voters' register shall be compiled by the Chief Executive Officer to be published on the website and notice Board seven (7) days before the date of the general meeting (AGM).</p>	<p>24.0 VOTERS REGISTER</p> <p>a) The voter register shall be prepared by the Chief Executive Officer, verified, and published seven (7) days before elections in compliance with data protection laws.</p> <p>b) A valid registered voter shall have the following: -</p> <ol style="list-style-type: none"> i. One who has paid a registration fee as prescribed by the Board of Directors. ii. One who has paid a minimum of Kshs. 3,000/= share capital as prescribed by the by-law. iii. One who has paid monthly deposit of Kshs. 1,500/= and Ksh 400 for Risk contribution for the last 6(six) months.