

KENVERSITY SACCO LIMITED



ELECTIONS POLICY

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PART ONE; - PRELIMINARIES

1.0 PREAMBLE

The Board is required to formulate the elections policy to guide the nomination and election process that is accountable, transparent and fair. Consequently, code of conducts for the candidates to enhance the integrity of the processes during the campaign period, execution of official duties and after separation with the Society.

2.0 DEFINITION OF TERMS AND INTERPRETATION

"Auditors" means the external auditors to be appointed at a general meeting of the members who shall be duly registered with Sacco Regulatory Authority.

"Board of Directors" refers the governing body of a Co-operative society to whom the management of its affairs is entrusted

"General meeting" shall be either Annual or Special for all members dully convened by the Society as per the Bylaws to conduct business.

"Gender" Words importing the masculine shall include a reference to the feminine and Vice Versa

"Returning officer" is a person appointed to oversee or conduct the elections of the Society at a general meeting.

"Member" refers to a person (s) who have paid registration fees and minimum prescribed share capital of Shs.200 each.

"Nomination and election Committee" refers to a committee appointed as per the provision of the Bylaws of the Sacco to nominate candidates for elections to the Board and Supervisory Committee, enforcement of rules and code of conduct.

"Nomination and election appeal committee" means a committee established as per the By-laws provisions to arbitrate on matters of elections and nomination with appellate jurisdiction from the election and nomination committee.

"Personal interest" includes the interest of a spouse, relative or business associate.

"sexual harassment" includes doing any of the following, if the person doing it knows or ought to know that it is unwelcome — (a) making a request or exerting pressure for sexual activity or favors; (b) making intentional or careless physical contact that is sexual in nature; and (c) making gestures, noises, jokes or comments, including innuendoes, regarding another person's sexuality.

"Supervisory Committee" – Members of oversight elected by members

"Sub Committee Members" refers to the subcommittees constituted from the Board of directors.

"Management" are those charged with the responsibility for and control of the SACCO. In this document, it shall be taken to mean the combination of committee or a sub- committee and staff members, who together manage Kenversity SACCO

"Officer" as defined in the cooperative Societies Act, (1997) Amended in 2004, "officer" includes a chairman, vice-chairman, committee member, employee or any other person empowered under the Act and any rules made under the Act, or By-laws of a Co-operative society, to give directions in regard to the business of the society.

3.0 PURPOSE OF THE POLICY

This policy provides a framework in which candidates are nominated and vetted to be presented to the general members for election.

Consequently, Kenversity Sacco like other institutions is faced with situations, which call for standards and ethical guidelines. The code herein therefore describes the highest values to which the SACCO aspires to operate. It forms the SACCO's rules of conscience. The code of ethics outlined in this document, will serve as an ethical guideline to all the earmarked parties and will serve as a basis for the adjudication on ethical issues. It is intended to ensure that all Board/Supervisory Committee members, undertake their mandates in the Sacco professionally, impartially and solely and consistently in the public interest.

4.0 POLICY OBJECTIVES

- a) The aim of the policy is to maintain credibility in the elections of the Society by streamlining the processes and ensuring that accountability, transparency and fairness is achieved.
- b) Ensures the adherence to the values and principles of Co-operative Societies Act, Bylaws and this policy.
- c) Ensure that all candidates promote conditions conducive to the conduct of free and fair elections and a climate of tolerance, without fear, coercion, intimidation or reprisals.
- d) Provide a framework in which nominated candidates and their agents bound by the election Code of conduct, endeavor to promote the object of the code to

enable free campaigning and open debate to take place in all parts where Sacco members are during an election period.

5.0 SCOPE OF THE ELECTION POLICY

All officials, staff and members participating in the Society election processes at different levels are advised to adhere to this policy for compliancy. Particularly,

- a) nominated candidates to the election, agents and their supporters,
- b) nomination and election committee members,
- c) employees of the Society participating in the preparation and processes of election,
- d) board and Supervisory committee members,

6.0 GUIDELINES OF THE POLICY

The following shall form the basis for preparation, application and enforcement of the nomination and election committee and the code of conduct policy.

- a) The Constitution of Kenya, 2010,
- b) The Co-operatives Societies Act and Rules 2004,
- c) Public Officer Ethics Act,2003,
- d) The Sacco Societies Act 2008, and Regulations 2008,
- e) The Sacco By-laws,
- f) Circulars issued by the Sacco Regulatory Authority and Commissioner for Co-operatives
- g) Any other Applicable Law,
- h) Members `resolutions during general meetings.

PART TWO - GOVERNANCE STRUCTURE OF THE POLICY

7.0 BOARD DUTIES AND RESPONSIBILITIES

The Board duties and responsibilities in the election of Board of Directors and Supervisory committee members is to formulate succession plan and review this policy.

1. Board and Supervisory committee members serve for a period of three years and still eligible for re-election.
2. The Board shall review or update a succession plan detailing the following each year to guide the nomination and election process; -
 - a) cause to review or update succession plan for the Board of Directors and Supervisory committee members retiring for the year,
 - b) skills and experiences required at the Sacco for the next three years. The Society shall endeavor to inform the members during the general meetings and through notices the required skills and experiences required in the Society for members to make informed decisions,
 - c) cause to provide the profile of the gender in the Society and compliance with the two third principle. The Board shall communicate to the members during the general meetings and notices of the composition requirement at the Society as per the constitution, applicable laws and By-laws to enable members make informed decision during elections,
 - d) provide information on the regional balance or geographical distribution of the Board of Directors and Supervisory committee members,

- e) any other special group required at the Board and Supervisory committee in compliancy with any applicable laws,
- 3. Ensure that members are trained and adequately informed on the requirements of this policy and electoral code of conduct of the Society.
- 4. Ensure the enforcement of the nomination and election policy and the electoral code of conduct.
- 5. Ensure enforcement of the oath of office, confidentiality and secrecy provisions of this policy.

8.0 NOTIFICATION OF VACANCIES

- 1. The Board shall notify the members of the vacancies arising in both the Board and Supervisory Committee at least twenty-one days (21) clear days before the general meeting (AGM) as detailed in (1) above.
- 2. The notice shall cause to publish at the official website of the Society, notice Board at the Society and any other public media the notice in (1) above.
- 3. Notice issued in (1) above shall in addition to the details of the vacancies and information contained in 8 (a-q)

9.0 NOTICE OF INTENTION TO FILL THE VACANCIES

The Notice of intention to fill the vacancies in the Society Board and Supervisory shall state the following information.

- a) Requirement that all applications to be addressed to the Chief Executive officer
- b) The closing date of receiving the applications, place and time and that the dates shall not be extended.

- c) Condition that an applicant must have been a member of the SACCO Society for at least 12 months prior to the election date.
- d) A requirement that a candidate must not have been adversely named by the Commissioner or his/her representative in an inquiry report endorsed by AGM for mismanagement or corrupt practices whilst still a member of the Board of a Co-operative Society in the last ten years, or convicted in any other national inquiries where he/ she has been shown to be engaging in dishonest activities.
- e) A requirement that a member has not been adversely named by the Sacco Regulatory Authority in an inspection report for mismanagement or corrupt practices while still a member of the Board of a SACCO Society,
- f) A requirement that he/she has not been convicted of any offence involving dishonesty or imprisoned for three months or more with a crime involving fraud, perjury or breach of contract of an institution,
- g) Condition that he/she is not in delinquent for any loans with the SACCO for more than 60 days within 2 years prior to elections;
- h) A requirement that he/she have attained post-secondary professional training (degree, diploma or certificate);
- i) Show evidence that he/she has shareholding of not less than Ten Thousands (Kshs.10,000) and Five Hundred Thousands (Kshs.500,000) non-withdrawable deposits by providing certified statements from the Society.
- j) A declaration that he/she is un-discharged bankrupt,
- k) A declaration that he/she is of sound mind,
- l) A declaration that he/she is not a Board member of another existing SACCO Society licensed under the Act;

- m) A declaration that he/she is not an official of or holds a political office at any level.
- n) Provide evidence that he/she has fulfilled the requirements of chapter Six (6) of the Kenyan Constitution.
- o) A declaration that the applicant will sign and abide by the Societies election code of conduct.
- p) A declaration that he/she will provide the necessary documents required by the election and nomination committee within 7 days from the date of the AGM notice
- q) A requirement that he/she shall be proposed and seconded by members other than fellow candidates.

10.0 DOCUMENTS REQUIRED FROM CANDIDATES

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 above information during or within 15 days from the date of nomination.

- a) Duly filled nomination form
- b) Copy of National Identification card
- c) Passport size photograph
- d) Proof of payment of Kshs.5,000/- non-refundable fee (A bankers cheque drawn in the name of the Sacco, cash payment receipt, electronic receipt or message of nomination fee)
- e) Certified copies of academic and professional certificates

- f) Within seven (7) days, after election the elected member will be required to provide the following; -
- i. valid Police Clearance Certificate of Good Conduct,
 - ii. clearance Certificate from Credit Reference Bureau,
 - iii. higher Education Loans Board Certificate,
 - iv. clearance Certificate from Ethics and Anti-Corruption Commission before assuming office,
 - v. tax Compliance Certificate from Kenya Revenue Authority,

11.0 NOMINATIONS AND VETTING COMMITTEE

There shall be a nomination and vetting committee, which shall comprise five members.

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,
3. Person drawn from any two of the professional bodies registered in Kenya including but not limited to the law society of Kenya institute of Arbitrators, Accountants, Human resources Certified Secretaries-operatives or any other equivalent professional bodies recognized in Kenya, government officials with more than ten (10) years in demonstrated area, religious leader from a registered religious community within the areas of operation of the Cooperative.

12.0 APPOINTMENT OF PROFESSIONAL THE COMMITTEE.

- 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 30 days prior to invitation of application for candidates to Board and Supervisory committee with qualifications as detailed in the By-laws,
- b) Procurement procedures as provided under the public procurement and asset disposal Act and Regulations, Sacco policies shall be applied.
- 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 condition of service before assuming office.
- d) The appointed will serve for a period of 12 months

13.0 DUTIES AND RESPONSIBILITIES OF THE NOMINATION AND VETTING COMMITTEE.

- a) To receive nomination applications from all prospective candidates together with all the required supporting documents in the prescribed format.
- b) To ensure that the candidates are in compliance with requirements for the positions so vied for as stipulated in this policy, the Society By-laws and any other relevant laws.
- c) To ensure that all candidates produce any other information or document that may be required to facilitate the election process.
- d) To compile a report on the nomination and election process to the Board.

- e) To issue nomination certificates to candidates who meet the set qualification in the prescribed format.
- f) To administer taking Oath of office and secrecy by the elected officials before being issued with letters of appointment by the Chief Executive Officer.
- g) To ensure that the elected Board member fill indemnity and wealth declaration form to be submitted to the Commissioner for Co-operatives and the Authority within 14 days by the Chief Executive Officer as they assume office.
- h) To ensure updated list of elected officials is done and published on the official Society's records and website.
- i) Meet the nominated candidates for elections to sign code of conduct, negotiate for peaceful process and ensure adherence during the campaign period.
- j) Disqualify candidates who fail to adhere to the code of conduct from elections.
- k) Interview candidates for nomination and election to the Board and Supervisory committee positions.
- l) Administer reconciliation among the parties or arbitration,
- m) Review its decision where new evidence or supporting documentations were irregularly acquired or information presented was not faithful or correction of error.
- n) Ensure the list of all applicants and qualifying candidates are published on the official Sacco notice boards, website or any other media at the end of the nomination exercise.

14.0 NOMINATION AND ELECTION COMMITTEE SITTINGS

The committee shall have a maximum of six sittings including one for arbitration. The committee shall transact the following business.

- i. 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 application
- ii. Forms will be verified within two (2) days after of the datelines for applications.
- iii. 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.
- iv. Communicate to all the applicants in writing whether successful or not. The reasons for disqualifications shall be clearly spelt in the communication.
- v. The second sitting shall be for the purpose of interviews with the candidates where applicable for purposes of clarification of certain issues before communication where necessary, receiving and determining appeals,
- vi. The third sitting shall be preparing their report for the Board actions on their recommendations and publication.
- vii. The committee shall allocate some time for holding peaceful meetings

- with candidates which shall not exceed three meetings.
- viii. The committee shall issue a nomination certificate signed by the Returning officer to all qualifying candidates within 7 days from the date of vetting.
 - ix. The committee shall ensure that the nominated candidates sign and adheres to code of conduct
 - x. 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.
 - xi. A register of members shall be availed and Verified by the Nomination Committee before its publication.

15.0 NOMINATION AND VETTING APPEAL COMMITTEE

There shall be a nomination and vetting appeal Committee, which shall comprise of the following members.

1. Commissioner of the Co-operatives or his /her representative,
2. Chief Executive Officer or his representative who will be the Secretary to the committee,
3. Any two persons drawn from the professional bodies registered in Kenya including but not limited to the law society of Kenya institute of Arbitrators, Accountants, Human resources Certified Secretaries-operatives or any other equivalent professional bodies recognized in Kenya, government officials with

more than ten 10) years in demonstrated area, religious leader from a registered religious community within the areas of operation of the Cooperative.

4. Members who presided over the nomination and election Committee shall not qualify to be members of appeal Committee.
5. The professional or religious person (s) shall be appointed as detailed above in the nomination and election committee.

16.0 POWERS OF THE NOMINATION AND VETTING APPEAL COMMITTEE

- a) The nomination and vetting appeal committee shall hear and determine dispute arising from the nomination and vetting committee within 48 hours after the announcement of results in writing failure to which such disputes will lapse.
- b) The appellant committee and vetting shall examine the evidence and processes in support of such an appeal and shall have powers to examine the persons (s) who may have information to assist the committee in arriving at the right decision.
- c) The appeal committee shall have powers to resolve the matters before it within 48 hours of receipt of the appeal
- d) The decision of the appeal committee shall be communicated in writing to the parties stating the issues under determination, findings and decision of the committee.
- e) Decision of the committee shall be by the majority. However, the minority with dissenting decision will be recorded.

- a) The appeal committee may reject the decision of the committee on the following grounds;
 - i. late submission
 - ii. insufficient/unsatisfactory evidence
 - iii. any other reason as may be determined by the Appeals Committee,
- b) Where the appeal is successful, repeat election for the contested seat shall be conducted within 7 (seven) days.
- c) The decision of the appeals committee in the above cases shall be final.
- d) Any party who is dissatisfied by the appeals committee's decision may proceed to the Co-operatives Tribunal.
- e) Appealing aspirants shall pay a non-refundable appeal fee of twenty thousand Kenya shillings (Kshs. 20,000)

17.0 DECISION OF THE COMMITTEES

The committee presiding over the nominations of candidates for elections and appeals shall have powers to make the following decisions.

- (a) Review own decisions,
- (b) Cause to cancel the nomination of the candidate and certificate issued,
- (c) Recommend to the Board and AGM for suspension and expulsion of a candidate,
- (d) Direct repeat of elections for one or more candidates,
- (e) Disqualify a candidate from election,
- (f) Recommend for prosecution of a candidate to relevant authorities,

18.0 PRESIDING OFFICER

The Presiding Officer at all SACCO elections for the Board and Supervisory committee shall be as provided for in the By-laws, AGM resolutions, Regulations and Co-operative Societies Act

19.0 POWERS OF A PRESIDING OFFICER

The presiding officer shall have powers to preside over the election and the following additional duties and responsibilities; -

- i. ensure elections are conducted in a free and fair manner,
- ii. ensure that election is by way of Secret ballot or as may be agreed upon by the parties,
- iii. have a team of election officials who shall be responsible to him/her,
- iv. announce after tallying and counting of votes by the presiding officer,
- v. sign and present the election certificate to the winner (s) after final results,
- vi. provide evidence of the disputed elections at the appeal committee or tribunal.

20.0 REMUNERATION

- a) The members for the nomination and election Committee shall be paid allowances as prescribed in the Board and Supervisory committee compensation manuals.
- b) Assistant presiding officers accompanying the presiding officer shall be paid allowances as shall be prescribed by the Board of Directors from time to time.
- c) Employees participating in the elections and nominations shall be remunerated based on the human resources policy.

- d) Casual or temporally employees participating in the nomination and elections shall be paid based on the scale approved from time to time by the Board of Directors.

PART- THREE ELECTION

21.0 ELECTIONS

1. Where a candidate is cleared to run for a position on the basis of a provisional document, the nomination and vetting committee shall follow up and ensure that the authentic document is produced within 15 days from the date the application is considered, else the nomination shall be cancelled.
2. If the number of qualified persons nominated for the offices for which the election is to be held is equal to the number of offices to be filled, the persons so nominated shall be declared by the nominations and election committee to be elected by acclamation.
3. Where the number of qualified persons nominated for the offices for which the election is to be held is in excess of the vacancies to be filled, an election shall be held to fill the vacancies.
4. Subject to applicable laws, the By-laws, this policy and election code of conduct shall prescribe the method and manner in which candidates shall be permitted to campaign for election and candidates may only campaign in accordance with the permitted method and manner as determined therein.

22.0 VOTERS REGISTER

The voters register shall be compiled by the Chief Executive Officer to be published at the website and notice Board seven (7) days before the date of the general meeting (AGM).

The Voters register shall be verified by Verification Committee before approval and publication.

Any member might request for a hard copy (only) from the Sacco at his or her own printing cost after the publication of the Voter register

The voter register so prepared and compiled shall be compiled and published in accordance with data protection Act, Regulations and policy.

23.0 ELECTION MATERIALS

The following materials shall be used in the election process and defined as election materials.

- a) Nomination application form
- b) Nomination clearance certificate which shall be provided by the Society.
- c) Numbered voters' register which is provided and kept by the Society in the prescribed format.
- d) Serialized ballot papers printed and provided by the Society.
- e) Transparent ballot boxes provided and kept by the Society.
- f) Tally sheet printed and provided by the Society.
- g) Election certificate printed and provided by the Society.

24. ELECTION DAY

1. The elections of the Board and Supervisory committee shall be held on first Wednesday after adjournment of the AGM.
2. If there is a tie vote, a runoff election for the tying candidates shall be conducted within seven (7) days of the initial general meeting date.

25.0 CANDIDATURE WITHDRAWAL

- a) A candidate who wishes to withdraw from the election must give notice seven (7) days before the general Meeting day.
- b) A candidate who shall have issued a notice as in (a) above will not be refunded his or her application fees and shall not appear on the ballot
- c) Candidates who shall not issue a notice as prescribed in (a) above, their names shall appear at the ballot.

26.0 VOTERS

- a) Members who have fully paid the minimum shareholding in the Society are in good standing shall be eligible for voting.
- b) All voters shall carry with themselves acceptable identification document such as National identification card, passport or driving license.

27.0 VOTING AREA MANAGEMENT

- a) The Voting area will be determined by the Board.
- b) Voters will be required to vote and leave
- c) The Board will organize for security to ensure the voting area is secure
- d) Only election officials vetted and cleared by the Nomination and election committee will be required to moderate the election.
- e) The line to voting area will be a free line, no overcrowding

28.0 AGENTS AND OBSERVERS

- a) Each candidate will have a maximum of two (2) agents
- b) The agents must be members of Kenversity Sacco

- c) The agents' names should be forwarded to the nomination and election committee two days after candidate nomination
- d) Any person intending to be an election observer must apply two days to the Nomination and election committee for vetting
- e) All observers will be approved by the nominations and election committee.

29.0 ELECTION METHOD

- a) The Society shall adopt a manual election process at the elections of the Board of Directors and Supervisory committee members.
- b) The Society shall carry out an election process which is free and fair, respect political rights of members, inclusive of gender and people with disabilities. The election shall be free and fair if; -
 - i. is by secret ballot,
 - ii. is free from violence, intimidation, improper influence or corruption,
 - iii. is transparent and
 - iv. Accountable and accurate.

30.0 SECRET BALLOT VOTING AND COUNTING OF VOTES

- a) The polling center shall be the general meeting venue or such other venue as shall be communicated to members.
- b) Eligible voters shall be cleared at the registration desk upon arrival at the voting Venue.

- c) The member shall then be directed to the next desk where he/she will be issued with a ballot paper and proceed to vote.
- d) The voter's name shall be crossed in the register as evidence that the member has been issued with a voter's card.
- e) After all votes have been cast, the returning officer shall close the ballot boxes to be sealed in the presence of agents.
- f) Candidates, their accredited agents, election officials and invited guests who will act as observers shall be admitted into the counting hall.
- g) The returning officer shall open the ballot boxes in the presence of the candidates or their agents. Sorting of ballot papers shall then begin.
- h) Counting of ballots for each individual shall be done audibly by the election officials.
- i) The scores by each candidate shall be entered in a prescribed tally sheet and signed by agents.
- j) The voters' register shall be reconciled with the total votes cast.
- k) The returning officer shall then announce the results to those present.
- l) The returning officer shall then issue elected board members or their agents with election certificates.
- m) Auditing of Election Process –The election materials after declarations of results will be kept in a safe place free from interference for a period of one Year for auditing in case of a dispute.

31.0 ELECTION MISCONDUCT

The following actions shall among others constitute election misconduct.

- a) Securing nomination on false information,
- b) Concealing information which if it had been brought to the knowledge of the vetting committee would have led to the disqualification of the candidate,
- c) Breach of security and use of life threatening utterances and actions to other contestants, member of staff and election officials
- d) Breach of peace during election period,
- e) Acts of omission and commission that scares off voters.
- f) Non adherence to the prescribed code of conduct stipulated in this policy

32.0 DECLARATION OF RESULTS

- i) In case of a tie, a repeat election shall be conducted within seven days (7 days) for the tying candidates from the date of the last election.
- ii) All Candidates/their Agents will be required to sign the results declaration form.
- iii) Within ten (10) days after the election, the names and addresses of all persons elected to office shall be compiled by the Chief Executive Officer of the SACCO Society.
- iv) Within fourteen (14) days, of the elections, the Chief Executive Officer shall forward to the Commissioner and Sacco Regulatory Authority the names and addresses of all persons elected.

PART FOUR ELECTORAL CODE OF CONDUCT

33.0 ELECTORAL CODE OF CONDUCT

- a)** Nominated candidate and every person participating in an election shall subscribe to and observe the electoral Code of Conduct as set out in the appendices.
- b)** Every person who participates in an election shall subscribe to and observe the electoral Code of Conduct set out in the appendices.
- c)** A candidate shall not be eligible for election unless he/she has subscribed to the electoral Code of Conduct.
- d)** Every candidate who applies for nomination for election to Board and Supervisory committee who attempts to participate in or participates in an election without subscribing to the electoral Code of Conduct shall be disqualified by the election and nomination committee.
- e)** The Code shall, in so far as it is applicable, bind the Candidates, agent or a person who supports any candidate.

34.0 COMMITMENT TO THE ELECTORAL CODE OF CONDUCT

- 1)** All candidates shall execute this Code to their agents or person (s) supporting their candidature to signify their acceptance to be bound by the provisions of this Code and their commitment to strive to ensure that their members and any person who supports their candidate abide by the code at all stages of elections and are committed to the following.

- a) Give wide publicity to this Code by Promoting members' voter education campaigns and instruct their candidates, office-bearers, agents, members and persons who support them their obligations under this Code.
- b) Promote gender equality.
- c) Promote ethnic tolerance, promote cultural diversity and fair representation of special interest groups.
- d) Generally, affirm the rights of all participants in an election to express divergent opinions, debate and contest the policies
- e) Canvass freely for membership and support from voters;
- f) Distribute non-offensive electoral literature and campaign materials, publish and distribute non-offensive notices and advertisements, erect non-offensive banners, placards and posters and remove all banners, placards and posters erected during the election period.
- g) Promote free electoral campaigns by all lawful means, co-operate with the Sacco and the relevant Committees and other authorities in the investigation of issues and allegations arising during the election period.
- h) All those bound by this Code shall, throughout an election period publicly and repeatedly condemn violence and intimidation and avoid the use of hate speech, language or any kind of action which may lead to violence or intimidation, whether to demonstrate their strength, gain any kind of advantage, or for

any other reason.

- i) Avoid plagiarizing the symbols, colours or acronyms of other candidates; and to discourage and, if possible, prevent the removal, disfigurement or destruction of campaign materials of any person (s).
- j) Refrain from offering any document or reward to any voter within a radius of 500 meters from the election venue/site on the election day
- k) Refrain from any attempt to abuse a position of power, privilege or influence, including any offer of reward or threat of penalty;
- l) Avoid any discrimination based on race, ethnic background sex, pregnancy, marital status.
- m) No candidate shall campaign on or interfere with the property of the Sacco in connection with any election or permit anyone to do so on his or her behalf.

35.0 DISPUTES

Any disputes arising from dissatisfaction of the electoral process, members will be encouraged to arbitrate for the benefit of Sacco following the methods and procedures described in dispute and conflict resolutions policy and manuals.

36.0 APPLICATIONS FOR ARBITRATIONS

- a) Any candidates in elections, agents, supporters or members' may petition to the nomination and vetting committee any dispute (s) arising. The petition shall; -
- i. indicate the date of the petition,
 - ii. state the disputing parties' details including addresses and contacts,
 - iii. state the background of the issues,
 - iv. nurture of the complaints,
 - v. prayers to be addressed by the arbitration committee,
 - vi. signatures of the petitioner (s),
 - vii. supporting documentation,

37.0 ARBITRATION FOR DISPUTES

- a) The nomination and vetting committee may convene a meeting with candidates whom they have reason to believe to have infringed the provisions of this Code to attend its meeting.
- b) The meetings will be convened at any place which the Committee may deem fit.
- c) In its proceedings, the committee may examine the person summoned and may allow a person to have legal representation.
- d) The committee shall not be bound by the provisions of the Criminal Procedure Code or the Evidence Act in its proceedings.
- e) Every person who is summoned by the Committee and who attends the meetings of the Committee shall be accorded the right to be heard.

- f) The Committee shall exercise the powers provided under this Code to punish any person found to have infringed this Code.
- g) The Committee shall deliver its verdict expeditiously and inform the parties of the decision.
- h) Notwithstanding the provisions of this Code, any complaint submitted in writing alleging any irregularity with any establishment of the electoral process at any stage if not satisfactorily resolved by the committee shall be examined and determined by the Committee.
- i) The nomination and vetting committee shall have power to; -
 - i. reconcile warring parties;
 - ii. liaise with government security agencies and report suspected election malpractices;
 - iii. report any violation of this Code to the Committee for appropriate action.

38.0 RECONSTITUTION OF BOARD COMMITTEES

Reconstitution of the Board Committees will be conducted within seven days after the date of election where the Returning officer will officiate

39.0 REVIEW OF THE POLICY

The policy will be reviewed by the Board of Directors on need basis.

40.0 POLICY APPROVAL

This policy was approved by the Board for its implementation on its behalf on this day
11th month of December year 2024.

SIGNED FOR AND ON BEHALF OF KENVERSITY SACCO SOCIETY LIMITED:

1. Name: David Oeche Sign:  Date 13/02/2025

2. Name: Jasca Eversia Sign:  Date 31/01/2025

3. Name: Dr Priscilla Abouye Sign:  Date 31/01/2025

4. Name: Aipuel Idem Sign:  Date 31/01/25

APPENDICES

APPENDIX 1: NOMINATION APPLICATION FORM

I,holder of ID No.....

M/No..... FOSA A/C No.....

Do hereby present myself for nomination to contest the position of member of Board of Directors/Supervisory committee of Kenversity Sacco society (delete appropriately).

MEMBER'S DETAILS

Member No.....

Date of Membership /joining.....

Date of birth.....

i. Share Capital as at application date:

ii. Deposits as at application date.....

iii. Total BOSA loans as at application date.....

iv. Total FOSA loans as at application date.....

Contact address: P. O. Box

Telephone / Mobile number.....

Highest Academic qualifications.....

Highest Professional qualifications.....

Any other qualifications.....

APPENDIX 2: LEADERSHIP POSITIONS HELD

Name of Organization	Position held	From	To	Responsibilities

(Attach copies of the certificates)

APPENDIX 3: DECLARATION FORM

I..... I.D No..... M.No.....

do accept and authorize publication of my personal profile by the society for the knowledge of the membership when elected to the Board. I also understand that my obligations with the Sacco shall be disclosed to the members annually without the society seeking my approval.

I also confirm that I have read, understood and agree to be bound by the Co-operative, Society's Act & Rules, Sacco Societies Act & Regulations, Sacco By-laws, Sacco policies and rules governing the nominations and election procedures in Kenversity Sacco

Applicant's Signature..... Date.....

Witness:

.....

NAME: _____

M.No. _____

SIGNATURE: _____

DATE: _____

APPENDIX 4: NOMINATION FORM

We, the below listed members of Kenversity Sacco wish to propose and second the candidature offor the position of member of the Board of Directors / Supervisory Committee

No,	Name	Member Number	Share Capital	Signature	Date
1.					
2					
3.					
4.					

Candidate's Signature **Date**.....

APPENDIX 5: ELECTION NOMINATION/REJECTION CERTIFICATE

Name of candidate Following your application for nomination for candidature for the position of your application has been duly scrutinized by the nomination and vetting committee sitting on at and in accordance with the set rules and regulations of nomination and Vetting Committee your application was approved/rejected.

Reasons for rejection

- 1)
- 2)
- 3)
- 4)

Nominations and vetting Committee Chairman

Name..... Sign

Date.....

Nominations and vetting Committee Secretary

Name..... Sign.....

Date.....

Official Sacco Stamp

APPENDIX 6: ELECTION CERTIFICATE

This is to Certify that I. D No..... has on
thisday of the year..... been duly elected to the
Kenversity Sacco Society as a member of the (Board /
Supervisory Committee) after contesting and winning the election held on
..... at

Name Returning Officer.....

Signature of Returning Officer.....

Date.....

Official Sacco Stamp

APPENDIX 7: ELECTORAL CODE OF CONDUCT TO BE SIGNED BY CANDIDATES' AFTER NOMINATIONS

1.0 Guidelines

1. This code is intended to establish standards of ethical conduct and behavior.
2. It is a collection of ethical principles and practices that govern the conduct of election for candidates of Kenversity Sacco Society Limited when vying for vacant positions in the Board/Supervisory Committee membership.
3. The checks and balances built into this code are designed to strike a proper balance between ensuring full compliance with the laid down regulatory framework and protection of all candidates against groundless accusations.

2.0 General Conduct

1. All candidates shall:
 - a) take individual responsibility, act ethically with honesty and integrity when seeking support from Kenversity Sacco members to be elected,
 - b) refrain from intimidating, harassing, coercing or discriminating against other candidates and/or members of the Society,
 - c) contribute to a harmonious and safe environment for all candidates, the electorate and the public in general by observing professionalism and decorum at all times,

- d) refrain from making improper use of their position at their work place to gain advantage over others in the electoral process,
- e) refrain from using derogatory language during the process and address issues objectively and respectfully,
- f) refrain from giving any confidential information regarding the Sacco,
- g) not solicit for support at the AGM venue except when offered the opportunity to do so by the returning officer during the election agenda,
- h) respect the confidentiality of Kenversity Sacco members' contacts and other information in the Sacco,

3.0 Commitment to the electoral code of conduct.

Candidates participating in election shall execute this Code to their agents or person (s) supporting their candidature to signify their acceptance to be bound by the provisions of this Code and their commitment to strive to ensure that their members and any person who supports their candidate abide by the code at all stages of elections and are committed to the following; -

- (a)** give wide publicity to this Code by Promoting members' voter education campaigns and instruct their candidates, office-bearers, agents, members and persons who support them their obligations under this Code,
- (b)** Promote gender equality,
- (c)** promote ethnic tolerance, promote cultural diversity and fair representation of special interest groups,
- (d)** generally, affirm the rights of all participants in an election to express

- divergent opinions, debate and contest the policies,
- (e)** canvass freely for membership and support from voters;
 - (f)** distribute non-offensive electoral literature and campaign materials, publish and distribute non-offensive notices and advertisements, erect non-offensive banners, placards and posters and remove all banners, placards and posters erected during the election period,
 - (g)** promote free electoral campaigns by all lawful means, co-operate with the Sacco and the relevant Committees and other authorities in the investigation of issues and allegations arising during the election period,
 - (h)** are bound by this Code, throughout an election period publicly and repeatedly condemn violence and intimidation and avoid the use of hate speech, language or any kind of action which may lead to violence or intimidation, whether to demonstrate their strength, gain any kind of advantage, or for any other reason,
 - (i)** avoid plagiarizing the symbols, colours or acronyms of other parties; and to discourage and, if possible, prevent the removal, disfigurement or destruction of campaign materials of any person (s),
 - (j)** refrain from offering any document or reward to any person in consideration,
 - (k)** refrain from any attempt to abuse a position of power, privilege or influence, including any offer of reward or threat of penalty;
 - (l)** avoid any discrimination based on race, sex, pregnancy, marital s in relation

to the election and nomination committee,

- (m) no candidate shall campaign on or interfere with the property of the Sacco in connection with any election or permit anyone to do so on his or her behalf.

3.1 Recognition of the Sacco Authority.

The candidates for elections, agents and any person participating in the election of the Board and Supervisory committee shall;

- i. acknowledge the authority of the AGM, Board, supervisory committee, nomination and election committees, employees and other officials of the Sacco in the conduct of the election,
- ii. ensure the attendance and participation of representatives at meetings of any members' Sacco committees and other forums convened by or on behalf of the Sacco in implementing the orders and directions of the Society;
- iii. facilitate the Committee right of access through official observers and other representatives to all public political meetings or other electoral activities;
- iv. co-operate in the official investigation of issues and allegations arising during an election period;
- v. take all reasonable steps to ensure the safety of observers and other representatives of the Officials from exposure to insult, hazard or threat in the course of their official duties;
- vi. to establish and maintain effective lines of communication with the Society

and to abide by this Code;

- vii. reassure voters with regard to the impartiality of the Committees of the Sacco and the secrecy and integrity of the ballot and to reaffirm that no one should know how any other person has voted;
- viii. take reasonable steps to discipline and restrain their agents and persons who support to infringe this Code; engage in activities of Society or omission which constitute offences under the Bylaws of the Sacco or otherwise fail to observe this Code; and contravene or fail to comply with any electoral laws;
- ix. agree with the returning officer, employees, candidates' members and persons who support the growth of the Society to submit to the disciplinary procedures of the Society for any violation of this Code; and
- x. without prejudice to the right to present a petition to a nomination and election Committee, accept the final outcome of the election and the returning officer's declaration and certification of the results thereof.

4.0 Violation of the electoral code of conduct.

Where, in the opinion of the nomination and election committee or the Board, any candidate participating in any election or member of the Society or person who supports any candidate at any election, in any way infringes any provision of this Code, the nomination and committee may; -

- (a) issue a formal warning;

- (b)** a fine determined by the Board and approved by the AGM or as provided in the By-laws
- (c)** notwithstanding the provisions of any other written law, an order prohibiting the candidate, whether permanently or for a specified period, from utilizing any public media time, through the television, Social media or radio broadcasting service of such media as have been or may be allocated for electoral purposes;
- (d)** an order prohibiting the candidate and his/her supporters, agents from holding particular public meetings, demonstrations or marches, or any kind of meeting, demonstration or march;
- (e)** entering any specified electoral area for purposes of canvassing for membership, or for any other electoral purpose;
- (f)** erecting placards or banners, or from publishing and distributing campaign literature;
- (g)** publishing or distributing campaign literature and electoral advertising or limiting the rights of others to do so, and such prohibition or limitation shall be notified to the relevant regulating officers under the Public Order Act in the affected places or electoral areas for purposes of the Act;
- (h)** in case of fine imposed, prohibit the defaulting party from participating in ongoing and future elections as candidates in case of a defaulting candidate or prohibit the candidate or his/her agent (s) from participating in ongoing elections and future elections until such fine has been paid; in case of

failure to comply with any other sanctions imposed, cancel the right of such candidate to participate in the next election.

5.0 Arbitration for disputes.

- (a) The nomination and election committee may convene a meeting with candidates whom they have reason to believe to have infringed the provisions of this Code to attend its meeting.
- (b) The meetings will be convened at any place which the Committee may deem fit.
- (c) In its proceedings, the Committee may examine the person summoned and may allow a person to have legal representation.
- (d) The committee shall not be bound by the provisions of the Criminal Procedure Code or the Evidence Act in its proceedings.
- (e) Every person who is summoned by the Committee and who attends the meetings of the Committee shall be accorded the right to be heard.
- (f) The Committee shall exercise the powers provided under this Code to punish any person found to have infringed this Code.
- (g) The Committee shall deliver its verdict expeditiously and inform the parties of the decision.
- (h) Notwithstanding the provisions of this Code, any complaint submitted in writing alleging any irregularity with any establishment of the electoral process at any stage if not satisfactorily resolved by the committee shall be examined and determined by the Committee.

- (i) The election and nomination committee shall have power to; -
- i. reconcile warring parties;
 - ii. liaise with government security agencies and report suspected election malpractices;
 - iii. report any violation of this Code to the Committee for appropriate action.

6.0 All successful nominees shall present their profiles of not more than 500 words to the nominations committee to be circulated to all members.

7.0 Candidate's Declaration:

I do hereby agree to abide by the above Kenversity Sacco Electoral Code of Conduct and acknowledge that breach of this code may lead to my disqualification for election.

Name: _____ Mno.: _____ Signature: _____

Date: _____

Witness by

Name: _____ Mno.: _____ Signature: _____

Date: _____