

1.0 Introduction

This policy contains all Rules and Procedures governing the entire election process of EPZA Regulated Non-WDT Savings and Credit Co-operative Society Ltd.

2.0 Election Vetting Process

Election Vetting Process

2.1 (i) Eligibility to be elected into the Board of Directors

The eligibility criteria shall be in compliance with the Sacco by-laws, the process shall have the following requirements

- a) Must have at least **Ksh.3,000** worth of Shares and deposits amounting **Ksh. 150,000**
- b) Must have been consistently servicing his loan(s) as per the Credit and Risk Management Committee approval. The loan(s) must be within the loaning policy provisions.
- c) Must be an employee of EPZA SACCO constituent check-off companies.
- d) Must be of good Character and Integrity.
- e) Must be compliant with Chapter 6 of the constitution of Kenya
- f) Must not be having a criminal case pending in court
- g) Must not be serving a jail sentence or have been convicted of a criminal offence in the last preceding five years
- h) Must be a law-abiding citizen
- i) Must not be having any litigation in a court of law against the society
- j) The society must not be having any litigation against the member in a court of law
- k) Must be having an active account with EPZA Sacco for a preceding minimum period of 24 months
- l) For Supervisory and Finance & Administration committees – at least one member of each committee shall have knowledge or qualification in finance and accounting.
- m) Minimum academic qualification shall be O-levels.

2.1 (ii) Election of Delegates

For a member to qualify as a delegate, he/she shall meet the following requirements: -

- a) Meets all the membership qualifications as set out in the by-laws
- b) Must have a minimum deposit of Kshs.100, 000/= (one hundred thousand only) as at 31st December the preceding year.
- c) Must have been a member of the Sacco for at least Twenty Four (24) months.
- d) Must be a member in good standing.
- e) Delegates shall participate in election officials of their constituent companies.
- f) All constituent companies shall have equal number of delegates irrespective of company branches.
- g) The sitting Board will supervise election of delegates.

2.1 (iii) Cessation of office by a delegate

- a) A delegate may cease to hold office in the following circumstances: -
 - i) Death





- ii) Permanent incapacitation
 - iii) Insanity proven by a competent medical doctor/Board
 - iv) Imprisonment for a period more than six months.
 - v) Withdrawal of membership
 - vi) Resignation from being delegate.
 - vii) Dismissal by the employer
 - viii) Bankruptcy declared by a court of law
 - ix) Being an employee of the Sacco
 - x) Has been disqualified under the Act and By-laws of the Society.
 - xi) Any other cause deemed reasonable by the Management Board subject to approval of the delegates at the Annual/Special delegates meeting.
- b) Where a delegate ceases to hold office under the above, members in the affected constituent company shall nominate one amongst themselves who shall hold office till the next elections; and the nomination communicated to the Sacco offices in writing.
 - c) Members nominated in (b) above shall enjoy all the privileges of a delegate.

2.2 Vetting Committee

There shall be a Vetting and nominations committee which shall comprise of Four (4) members as follows:

- a) The Commissioner for co-operative development
- b) A member of ICPAK or a registered member of any other professional body.
- c) An advocate of high court of Kenya.
- d) EPZA SACCO Manager who will be secretary to the committee with no voting rights.

2.3 Mandate

The vetting and nominations committee shall be responsible for verifying, vetting and clearing candidates for positions of Supervisory Committee and Board of Directors for elections.

The committees' powers and responsibilities shall include:

- (i) To receive nomination applications from all prospective candidates together with all the required supporting documents in the prescribed format.
- (ii) To ensure that the candidates are in compliance with the requirements for the positions so vied for as stipulated in this policy, the Society By- laws and any other relevant laws.
- (iii) To cause to be produced any other information or document that may be required to facilitate the process.
- (iv) Compile a report on the nomination process to the Board.
- (v) Issue nomination certificates to candidates who meet the set qualification in the prescribed format.

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2.4. Remuneration of the Vetting committee

The committee shall have a of three (3) sittings and a Maximum of 5 sittings to accomplish the vetting exercise. In case they don't finish the exercise within the three (3) sittings, the committee may request the Board Chairman to approve additional two (2) sittings so as to make the total number of sitting to be five (5). Each committee member shall be paid as per the Society Committee siting Allowance.

2.5 Nomination Process

- (i) The nomination process shall commence not later than the third Monday of January every year. The Sacco Manager shall initiate the process.
- (ii) The committee shall give a notice of 14 days to receive nomination documents from members and delegates as the case may be.
- (iii) All applications received by office shall be forwarded to the committee within two days after end of the 14 days' notice.
- (iv) The committee shall then carry out vetting to ensure that the candidates meet the requirements as per this policy, by-laws, any other applicable guidelines and laws.
- (v) The committee shall issue a Nomination certificate to all qualifying candidates within 14 days of receipt of application.
- (vi) A listing of all qualifying candidates shall be published on the official Sacco notice boards at the end of every stage of the Nomination exercise.
- (vii) The nomination committee shall ensure that at every stage, the nomination process is done within and in compliance with the official Sacco election calendar.

3.0 Candidates Application requirements

Any member of the Sacco who is eligible (as per 2.1(i) above) to contest as a board member and who meets the set criteria shall forward the following to the office of the manager addressed to the Vetting committee:

- (i) Copy of the national ID card
- (ii) KRA PIN certificate
- (iii) 2 colored passport photos
- (iv) Copies of last three months' pay slips certified by the employer
- (v) Letter of Employer stating contractual terms
- (vi) Original dully filled application form
- (vii) Copies of academic and professional certificates certified by a commissioner of oaths
- (viii) Copies of compliance certificate in line with chapter 6 of Kenyan constitution

The Manager shall provide the vetting committee with statements for the preceding twenty-four (24) months for the vying candidates

Upon receipt of applications from applicants, the office of the Manager shall register the applicant's details.

4.0 Election Date

Election date shall be the same day as the Annual General Meeting/Annual Delegates Meeting

5.0 Returning Officer

The Returning officer shall be the Commissioner for co-operative development who shall have powers to disqualify candidates proved to be engaged in election misconduct.

6.0 Vacancies on the Board

The contestable seats shall fall vacant at the end of the Annual Delegates Meeting

6.1 (i) Election of the Board of Directors

For a member to serve in the Management Board, he or she must: -

- a) Meet all the conditions provided for in the Sacco by-laws.
- b) Not have been expelled as a member of the Board under the provisions of the Act and the By-Laws, unless cleared by the Annual Delegates meeting and approved by the Commissioner for Co-operative development.
- c) Must have deposits of not less than Kshs. 150,000 (One Hundred & Fifty thousand only) as at 31st December the preceding year.

6.1 (ii) Cessation of office by a Board Member

A Board Member shall cease to hold office upon: -

- a) Resignation
- b) Expulsion by the Delegates under the provisions of the Act and the By-Laws
- c) Any other reasonable cause

6.2 (i) Election of Supervisory Committee

For a member to serve in the Supervisory Committee, he or she must: -

- a) Meet all the conditions provided for in the Sacco by-laws.
- b) Not be a member of the Management Board.
- c) Must have deposits of not less than Kshs. 150,000 (One hundred & fifty thousand) as at 31st December the preceding year.

6.2 (ii) Cessation of office by a Supervisory Committee Member

A Supervisory Committee Member shall cease to hold office upon: -

- a) Resignation.
- b) Expulsion by the Delegates under the provisions of the Act and the By-Laws.
- c) Any other reasonable cause.

7.0 Election materials

The following materials shall be used in the election process: -

- a) Dully filled nomination application form.
- b) Election nomination certificate.

- c) Tally sheet.
- d) Election certificate.

8.0 Delegates'/Voters' Register

The Delegates' register as at 31st December of the preceding year shall be used to compile a numbered alphabetically arranged voters' register.

9.0 Voting and counting of votes

- a) The returning officer, depending on the mode of voting shall decide on how the votes will be counted.
- b) The scores by each candidate shall be entered in a prescribed tally sheet.
- c) The voters' register shall be reconciled with the total votes.
- d) The returning officer shall then announce the results to those present.
- e) The returning officer shall then issue elected board members or with election certificates.

10.0 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) Voter buying, vote rigging.
- d) Use of absurd, unpalatable, abusive and unprintable words.
- e) Breach of security and use of life-threatening statements.
- f) Breach of peace during election period.
- g) Acts of omission and commission that scares off voters.

10.1 Appeals

A candidate who is disqualified or faces treatment that they feel it is unfair to them shall appeal through the Commissioner for co-operative development, within three (3) days after the date of elections, who will initiate the process of ensuring the matter is sorted and determined within fourteen (14) days after the date of election/ADM. A non-refundable appeal fee of Ksh 10,000 shall be payable to EPZA SACCO LTD.

11.0 Period in office

- a) For the Supervisory Committee and Management Board, retirement shall be on one-third rotational basis.
- b) The new officials elected to replace the retiring officials in (a) shall hold office for a period of three years, eligible for re-election.

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- c) Where a Supervisory or Board Member ceases to hold office before expiry of his/her term in office, the subsequently elected office bearer shall only complete the remaining term of the outgoing office bearer.
- d) Where more than one third of the positions fall vacant, notwithstanding (b) and (c) above, the newly elected office bearers shall determine their period in office from the existing vacancies.
- e) The newly elected Board office bearers shall automatically go for three years as provided for in the Sacco by-laws.
- f) The newly elected members to the board shall reconstitute sub-committee vacancies.
- g) Where an elected official changes employment outside his/her electoral constituent company, he/she shall forfeit his/her office tenure at the subsequent election. The member shall be eligible for re-election at his/her new electoral constituent company.

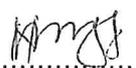
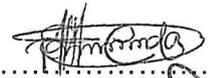
12.0 Amendment and implementation

Amendments to the election policy shall be done from time to time and the proposed amendments shall be subject for approval by the Annual Delegates meeting of the Sacco society.

This document was discussed and approved for implementation as a policy and procedures of EPZA Regulated Non-WDT Savings and Credit Co-operative Society Ltd in respect to elections with effect from 1st February 2022.

13.0 ACCEPTANCE /ENDORSEMENT

We the undersigned Board Members of EPZA Regulated Non-WDT Savings and Credit Co-operative Society Ltd do hereby accept and adopt this Election Policy for and on behalf of EPZA Regulated Non-WDT Savings and Credit Co-operative Society Ltd.

	NAME	SIGNATURE	DATE
CHAIRMAN	KENNETH OKELLO		19/01/2022
VICE CHAIRMAN	NAPIAL BICKAKA		20/01/2022
HON SECRETARY	JONATHAN KAUNDA		24/01/2022
TREASURER	ERWIN MUNYALO		19/01/2022

Appendix I
NOMINATION APPLICATION FORM

1. I of ID No.....
 M/No.....

Do hereby present myself for nomination to contest the position of member of Management committee/Supervisory committee of EPZA Sacco society board of directors (delete appropriately)

2. MEMBER'S DETAILS

- Member No.....
- Date of joining.....
- Date of birth.....
- Shares/Deposits as at application date.....
- Total BOSA loans as at application date.....
- Contact address.....
- Telephone number House.....
- Office.....
- Mobile number.....
- Employer name.....
- Department.....
- Section.....
- Payroll Number.....
- Terms of employment.....
- Expiry date if contract.....
- Position held at employment.....
- Position at current position.....
- Date of last promotion.....
- Retirement year.....
- Highest Academic qualifications.....
- Highest Professional qualifications.....
- Any other qualifications.....

100 David Amos



Leadership positions held

Name of Organization	Position held	From	To	Achievements

Declaration

I accept and authorize publication of my personal profile by the society for the knowledge of the membership when elected on the board. I also understand that my obligations with and related party dealings in 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 Society's Act, Rules, Bylaws, Sacco policy and rules governing the nominations and election procedures in EPZA Regulated Non-WDT Savings and Credit Co-operative Society Ltd.

Applicant's Signature Date.....

Witness Date

Employer witness

I Job Title
do hereby confirm that is an employee of
..... in the Department
..... Section and that he/she is fit and proper to hold the office of a
Board member on the EPZA Sacco Board.

Signature Stamp.....

Date.....

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Nomination

We, the below listed members of EPZA Sacco wish to propose and second the candidature offor the position of member of the management committee/supervisory committee

No	Name	P/No	M/No	Shares as at nomination date	Loans as at nomination date	Signature
1.						
2.						
3.						
4.						
5.						

Candidate's Signature Date.....

18/11/2012
Amys
[Signature]
[Signature]

Appendix II

**EPZA SACCO SOCIETY LIMITED
ELECTION NOMINATION CERTIFICATE**

Name of candidate

Following your application for nomination for candidature for the position of, your application has been duly scrutinized by the vetting committee sitting on At and in accordance with the set rules and regulations of nomination the board has duly approved/rejected your candidature for the position.

Reasons for rejection

- 1)
- 2)
- 3)
- 4)
- 5)

Vetting committee Chairman

Vetting committee Secretary

Sign

Sign.....

Date.....

Date.....

Official Sacco Seal

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Appendix III

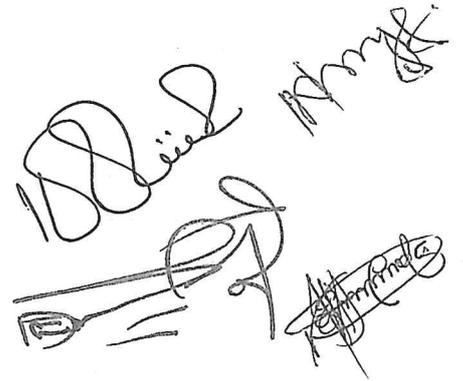
**EPZA SACCO SOCIETY LIMITED
ELECTION CERTIFICATE**

This is to Certify that has on this
..... day of the year..... been duly
elected to the EPZA Regulated Non-WDT Savings and Credit Co-operative Society Ltd
board as a member of the
Committee after contesting and winning the election held on
at..... And successfully garnered
votes emerging position out of

Signed..... Date.....

Mr./Mrs.....

Returning officer

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