
ICS COUNCIL ELECTION GUIDELINES

1.0 Preamble

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

2.0 Elections Committee

- 2.1 The Council shall, prior to the AGM appoint an elections Committee.
- 2.2 Elections Committee shall be comprised of a Returning Officer, who shall be the Chairperson of the Committee; Deputy Returning Officer, who shall act as the Vice-Chairperson to the Committee; and three other members all of whom shall be members of the Institute in good standing.
- 2.3 Any person who is a candidate in an election shall not be eligible to become a Returning Officer, Deputy Returning Officer or a Committee member.
- 2.4 The Council Secretary shall be an ex-officio member of the Committee.
- 2.5 The quorum for the Committee shall be three.
- 2.6 Any subsequent vacancy in the Committee shall be filled by the Council.

3.0 Eligibility for Election

Every ICS member, in good standing, 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:

- 3.1 Has not fully paid subscriptions or any other Institute's fees relating to any period of time.

- 3.2 Has not attained twenty (20) structured CPD points in the preceding year or has not attained sixty (60) structured CPD points averaged over the last three-year period (i.e. 60 structured CPD credits hours in a 3-year rolling cycle).
- 3.3 Has a pending disciplinary case at the Institute.
- 3.4 Is an employee of the Institute.
- 3.5 Is of unsound mind or an undischarged bankrupt.
- 3.6 Has been involved in mismanagement of public funds, corrupt practices or has been convicted of any offence or is sentenced to imprisonment for a term exceeding three months.
- 3.7 Is not validly nominated by the Nominating Committee.

4.0 Nomination process

- 4.1 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 '*ICS Nomination Form*' and '*Candidates Profile Form*.'
- 4.2 The applicants shall get a proposer and seconder, both of whom are members of the Institute in good standing, to sign the Nomination Form.
- 4.3 The completed and duly signed '*ICS Nomination Form*' and '*Candidates Profile Form*' should be sent to an email address designated by the Council for that purpose or hand deliver the forms to the institute offices within such a time as may be decided by the Elections Committee from time to time.
- 4.4 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.
- 4.5 Upon receipt and review of the Nomination Forms, the Elections Committee will forward the list of the validly nominated candidates to the Council for approval.
- 4.6 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.
- 4.7 Unsuccessful applicants will be notified within seven (7) days of the date of closure of receiving of nominations.

5.0 Elections

- 5.1 Only members in good standing shall be eligible to vote.
- 5.2 The elections shall be by Electronic voting only.

- 5.3 Electronic Voting will be conducted as per the guidance of the Elections Committee.
- 5.4 The Elections Committee shall not disclose results of the electronic process to any person before completion of the voting or before date of the Annual General Meeting (AGM).
- 5.5 Voting shall be one member one vote.
- 5.6 The verification of votes shall be confirmed by the Returning Officer in the presence of the scrutineers, candidates and their agents.
- 5.7 As soon as the verification has been completed and the results of election ascertained, the decision of the Returning Officer shall be final.
- 5.8 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.
- 5.9 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 results may appeal for a verification of the votes within 14 days.
- 5.10 The elected members shall commence their terms of office after the adoption of the report of the Returning Officer by the AGM.

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 Elections Committee for circulation to members via email and for display on the Institute's website.
- 6.3 The profiles should reach the Committee within 12 hours of the Candidate being notified that they have been successfully nominated.
- 6.4 The campaigns shall be closed 48 hours before the AGM.

The ICS Elections Guidelines were adopted by the Council on March 14, 2018 during the 186th Meeting of Council and Approved as a Special Resolution during the 27th AGM held on May 11th 2018.