



SACCO NOMINATION AND ELECTION POLICY AND GUIDELINES

1.0 PREAMBLE

Safaricom Sacco strives to evolve a mature, democratic, member-responsive and effective leadership culture that harnesses the diverse resourcefulness of its members to secure their best interests. Pursuant to the Sacco By-law of 2012, Section 28 of the Cooperative Societies Act Cap 490 and section 11 of the SACCO Societies Act of the Laws of Kenya. Safaricom Sacco hereby promulgates this nomination and elections policy and related guidelines to provide its members with clear guidance on:-

- a) How to nominate and/or elect a member into leadership position
- b) How to seek nomination or be elected.

2.0 ELIGIBILITY FOR ELECTION

Every SACCO member shall be eligible for election into Safaricom Sacco Board or Supervisory Committee (As per the Co-operative Societies Act and the Sacco By-laws) unless s/he:

- 2.1 Has not been an active member of the Sacco for the last 24 months uninterrupted.
- 2.2 Holds less than Kshs 20,000 in form of shares and Kshs 300,000 in deposits in the Sacco.
- 2.3 Does not have "O" level School certificate or equivalent.
- 2.4 Is an employee of the SACCO.
- 2.5 Is a member of any other salary based SACCO.
- 2.6 Is a committee/board member in another Co-operative Society.
- 2.7 Has been adversely mentioned by a report on incidences of bribery, corruption, undue inducement of other members or of an election malpractice of any nature.
- 2.8 Is medically proven to be of unsound mind.
- 2.9 Is bankrupt.
- 2.10 Has been mentioned in a report of mismanagement of public funds.

- 2.11 Has been convicted of any offence involving dishonesty or has been sentenced to imprisonment for a term exceeding three months.
- 2.12 Has been convicted of any offence under the Co-operative Societies Act or Co-operative Societies Rules and the SACCO Societies Act.
- 2.13 Is a person against whom any amount of money is due under a decree, decision or order or is pending recovery under the Co-operative Societies Act.
- 2.14 Is not nominated by the Nominating Committee

3.0 NOMINATION COMMITTEE

A nominations committee consisting of representatives from ICPAK, ICPSK, Safaricom Ltd and Ministry in charge of Cooperative development and Sacco secretariat shall conduct the nominations process. The role of the Committee includes the review of the balance and effectiveness of the Board and the remuneration and incentives for the Directors. The mandate of the Nominations Committee includes;

- 3.1 Monitoring the size and composition of the Board;
- 3.2 Recommending individuals for nomination as members of the Board and its committees;
- 3.3 Overseeing Board election, succession and development plans;
- 3.4 Reviewing and proposing the remuneration structures of members of the board.

4.0 NOMINATION PROCESS

- 4.1 Vacancies will be communicated during the last quarter of the preceding year, ahead of the AGM.
- 4.2 Skill gap is a key element that will be considered during the nomination process.
- 4.3 All members seeking nomination for election shall fill in the Sacco Board Nominations Form and get a proposer and seconder both of who are active members of Safaricom Sacco to sign the Nominations Form.
- 4.4 Duly filled Nominations Form shall be sent to the email.

Sacconominationcommiteemembers@safaricom.co.ke or hand delivered to the Sacco office by a date communicated by the Nominations Committee.

- 4.5 Nomination Forms sent via email will be acknowledged via the same email within 24hours of receipt. Forms hand delivered to the Sacco Office should be forwarded with a copy whereupon receipt will be acknowledged by way of a signature and the Sacco's official stamp.
- 4.6 Upon receipt and review of the Nomination Forms, the Nominations Committee shall invite successful applicants to appear before it within 3 days of closure date for receiving of nominations. Applicants for nomination appearing before the Committee shall be required to bring along their original academic certificates.
- 4.7 Unsuccessful applicants will be notified within 14 days of the date of closure of receiving of nominations.
- 4.8 Names of the successful nominees will be circulated to the members two weeks prior to election date.
- 4.9 The successful candidates shall be issued with a Nomination Certificate, duly signed by the Chair of the Nominating Committee.
- 4.10 First meeting of the newly appointed members shall be within seven (7) days after election.

5.0 ELECTIONS

- 5.1 Elections will be held at the AGM as the last agenda of the meeting.
- 5.2 Nominated candidates or their representative shall present their Nomination Certificates to the Returning Officer.
- 5.3 Only members present at the AGM shall participate in voting.
- 5.4 Irrespective of the number of shares held or deposits made by a member, no member shall have more than one vote.
- 5.5 A nominee who is duly nominated can be voted for in absentia.
- 5.6 Election shall be by Secret ballot, queuing or by show of hands as shall be decided by majority vote at the AGM.
- 5.7 The Returning Officer shall announce the candidates who garner the highest number of votes in each skill gap category in the elections as duly elected members of the Board and the Supervisory Committee

6.0 ACTIVITIES AFTER ELECTION

- 6.1 Duly elected persons shall be invited to the first joint meeting of the Board and Supervisory Committee where they shall be given the calendar of meetings and other requirements.
- 6.2 An elected person shall within 30 days of being elected declare his/her wealth to the Commissioner of Co-operatives.
- 6.3 An elected person shall execute indemnity for an amount as set out in the Sacco by-laws.
- 6.4 An elected person who fails to comply with the above shall lose his/her position and a vacancy shall be declared to be filled in accordance with Sacco By-laws and board charter.
- 6.5 The nomination committee will preside over the re-constitution of the board sub-committee.

7.0 BREACH OF THE POLICY




Any person who is in breach of this nomination and election Policy of shall be charged as per the Co-operative Societies Act, the SACCO Societies Act, Sacco Board charter and Sacco By-laws. Members at the AGM who notice a breach of the policy before or during the AGM should notify the Returning Officer immediately.

8.0 8.0 ADDENDUM

Should there be an impasse in any elections, the existing Board shall continue till elections are conducted, in accordance with the By-laws.

POLICY APPROVAL

Approved by the Board of Directors in the meeting of 20th January 2016

DESIGNATION	NAME	SIGNATURE	DATE
SACCO CHAIRMAN	VINCENT OPIYO		20.01.16
CHAIRMAN NOMINATIONS COMMITTEE	KENNEDY AUKA		20.01.16
CHIEF EXECUTIVE OFFICER	GEORGE OCHIRI		20.01.16