

REGIONAL/BUDGET COMMITTEE MEMBER'S NOMINATION FORM

Name of proposed Regional Committee Member.....

AddressTown.....Tel.....

M.C.S.K Membership Number..... Date & Year of admission.....

National Identity Card Number..... Region.....

Level of Education/Training (Attach CV and Certificates/Testimonials of the candidates)

PROPOSERS AND SECONDRS: :(Proposer and Seconder to insert names on No. 1 and 2 respectively)

| NO | NAME | MBR NO | IPI NO.(if any) | ID NO | SIGN |
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I declare that the information given herein above is correct.

Sworn and declared by the above named..... (Candidate)

at _____ this ___ day of _____ 2018.

Before me)

)

)

MAGISTRATE/ COMMISSIONER FOR OATHS

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_____ **DEPONENT**

NB: The following documents should be attached to the Nomination Form

- 1) Copy of candidate's National Identity Card;
- 2) CV and testimonials/Certificates of the Candidate;
- 3) Certificate of Good Conduct to be submitted latest 31st October 2018 failure to which the candidate will be disqualified.

See overleaf for relevant provisions on qualifications of candidates

NOTES ON RELEVANT PROVISIONS OF ARTICLES OF ASSOCIATION AND ELECTION RULES FOR REGIONAL COMMITTEE MEMBERS

59. COMMITTEES

- (a) The Governing Council may delegate any of its powers to Committees consisting of such Directors and/or other persons they think fit. Any committee so formed shall, in the exercise of the powers so delegated, conform to any Regulations that may be imposed on by the Governing Council.
- (b) There shall be Seven (07) Regional Committees, which shall work under the guidance of the respective Regional Director(s);
- (c) Nairobi Regional Committee shall have Ten (10) members;
- (d) The remaining Six (06) Regional Committees shall each have Five (05) members;
- (e) The role of the Regional Committees shall be provided in the Rules and Regulations as shall be adopted by the Society in a General Meeting;
- (f) Regional Committees members shall serve for a term of Three (03) years only and the members shall be eligible for re-election for only one more term of Three (03) years;
- (g) Members of the regional Committees shall be elected by Society members from the respective Regions in which Committees they want to sit;
- (h) Qualifications and elections of Regional Committee members shall be stipulated in the Election Rules as shall be adopted by the Society from time to time in a general Meeting;
- (i) The Initial Ad-Hoc Committee that participated in the drafting of the amendment of the Memorandum and Articles of Association hereof will be retained until the end of November 2012 for transition and consultation in drafting of the revised Rules and Regulations and thereafter fresh elections of Regional Committee members shall be held.
- (j) There shall be a Budget Committee constituted as follows:
 - i) Two (02) members to represent Nairobi Region
 - ii) Six (06) members, each to represent the other Regions;
 - iii) One (01) member nominated by the elected Budget Committee members.
- (k) That any Regional Committee member who wishes to vie for a position in the Governing Council shall first resign as a member of the Regional Committee.

ANNEX I

ELECTION RULES FOR REGIONAL COMMITTEE MEMBERS.

Election of the members of The Regional Committees under Article 59 shall take place in the following manner:

- a) Not less than Eight (8) weeks before each Annual General Meeting, the Governing Council shall cause to be issued to all members entitled to vote a Notice;
 - i) Inviting nominations and specifying the number of vacancies to be filled;
 - ii) Specifying the skills, experience and competencies (qualifications) deemed relevant and necessary to rejuvenate and renew the Regional Committees;
 - iii) Indicating the latest date and time by which nominations must be received at the registered office of the Society in the respective Regions.
- b) Official nomination papers shall be obtained by interested members from the respective regional offices.
- c) Nomination papers for election to the Regional Committee should be signed by the nominee indicating his/her willingness to vie for a specific Regional Committee seat, as per the Notice advertising the vacancies.
- d) Only Society members with more than three (03) years may be nominated for election to a Regional Committee.
- e) A nominee must be proposed and seconded by, members of that Region, eligible to vote in a poll of the Society.
- f) Duly completed nomination papers must reach the registered Office of the Society not later than 12 noon on the Friday of the Sixth (6th) week before the date of the Annual General meeting or as may otherwise be stipulated for by the Governing Council in the Notice advertising the vacancies.
- g) All nomination papers shall be in a sealed envelope marked "NOMINATION" and should be deposited in the "Nominations Box" provided for that purpose at the registered offices of the Society.
- h) Such nomination papers should be accompanied by a brief write up on the nominee in a format to be determined by the Governing Council.
- i) The Nominations Box will be sealed by the Regional Manager in the presence of the Branch Accountant and /or any officer from the Registrar of Companies or from relevant independent body, at 12 noon on the Friday of the Sixth (06th) week before the Annual General Meeting.
- j) At 3pm the Friday of the Sixth (6th) week before the Annual General Meeting the Nominations Box will be opened by the Branch Manager in the presence of the Branch Accountant and the nominated candidates or any of their representatives.
- k) On opening, the Regional Manager shall list all the nominations received indicating the names of;-
 - (i) the persons nominated;
 - (ii) the members who Proposed and Seconded supporting the nominations.
- l) Thereafter the list of nominated candidates shall be sent to the Company Secretary to be examined, verified and otherwise scrutinized to ensure validity of membership, professional integrity, conduct and suitability for election to the Regional Committee, by a Nominations Committee made up of the Company Secretary, Internal auditor, the General Manager, the Officer in charge of Documentation and Distribution and/or either a representative of the Registrar of Companies or a representative of an independent body that would have been authorised to conduct the elections.
- m) After evaluating and examining the list of nominated candidates, the Nomination Committee will forward to the Governing Council a verified list indicating the qualified nominees, those disqualified and the reasons thereof, and any considered unsuitable or otherwise unfit for the election to the Regional Committees.

- n) After receiving the list of the validly nominated candidates:-
- i) If the number of candidate(s) nominated does not exceed the number of vacancies to be filled, those candidates so nominated shall at the Annual General Meeting be declared to be elected;
 - ii) If the number of candidates so nominated exceeds the number of vacancies to be filled, the Governing Council shall engage either an independent electoral body or the Registrar of Companies as the Returning Officer for the Elections and the body so engaged, shall cause a ballot paper with the names of validly nominated candidates to be issued to all members eligible to vote in the respective region;
 - iii) The Ballot paper shall be issued to those Members entitled to vote and present personally at the voting center at the date determined by the Governing Council but not later than Seven (7) days before the Annual General Meeting;
 - iv) On closure of voting, the Returning officer shall cause the votes cast to be counted, verified and scrutinized as appropriate. He shall then compile a report to be read at the Annual General Meeting;
 - v) In case of a tie, the Returning Officer shall subject the top Two (2) candidates to a run off Three (3) days after the election;
 - vi) The Returning Officer's report in the election and the results thereon shall be read by the Company Secretary and confirmed at the Annual General Meeting;
 - vii) At the Annual General Meeting, the candidates (up to the number of vacancies to be filled) receiving the most votes on any such ballot shall be declared to be elected and the result of such ballot shall be conclusively deemed to be the decision of the Annual General Meeting;
 - viii) The elected members of the Committee shall commence their terms of office immediately after the confirmation of the report of the Returning Officer at the Annual General Meeting.
 - ix) The Regional Committee members shall thereafter and in conjunction with their respective Regional Director set up a calendar of activities of their respective region and pursuant to the Society's national calendar.