

NATION DT SACCO SOCIETY LTD NOMINATION AND ELECTION GUIDELINES

Introduction

Nation DT Sacco is committed to transparent, fair, and accountable elections to uphold strong governance and effective representation of its members. These guidelines outline the process of nominating and electing members to the Board of Directors and Supervisory Committee, in line with cooperative principles.

In compliance with our by-laws three (3) board Members and one (1) supervisory committee member shall retire every year.

Election Policy Guidelines

As per the Election policy the Nomination Committee is an independent body that shall consist of One representative from The Co-operative Alliance of Kenya (CAK) or any other independent professional body , One representative from the Commissioner of Co-operative's Office a representative of Ministry of Cooperative, Internal Auditor of the Society and Chief Executive Officer of the Society or his/her representative who shall serve as the Committee Secretary .

Nomination process

- a) **Announcement of Vacancies:** Vacancies will be announced at least a month to the general meeting Annual General Meeting (AGM) through official Sacco channels.
- b) **Submission of Nomination Forms:** Interested members must submit a completed nomination form to delivered to the Sacco office by **22/11/2024**.
- c) The applicant or his nominated agent shall acknowledge submission of the documents by appending his signature in the nomination register.
- d) **Eligibility Screening:** The Nomination Committee will screen candidates based on eligibility criteria and communicate results by **29/11/2024**.
- e) **Appeals:** Candidates may appeal any disqualification by submitting a written appeal to the Nomination Committee by **03/12/2024**. A non-refundable fee of Ksh5,000 must be deposited into the society's account prior to the appeal being considered.
- f) **Final List of Candidates:** The Nomination Committee will publish the names of eligible candidates by **11/12/2024**
- g) **Election** – Voting will be conducted electronically on 22/1/2025, and participation will be limited to members within the designated constituency.
- h) **Announcement of the results** -The results will be announced promptly following the conclusion of the voting process.

Eligibility for Board and Supervisory Committee Members

- a) Must have been an active member of society for at least three consecutive years preceding the election year with an up-to-date savings and loans accounts.
- b) Must be over twenty-one years of age.
- c) A Board Member must hold 5,000 shares and non-withdrawable deposits of Ksh750,000 (Seven Hundred and Fifty Thousand) three months prior to the election date.

- d) d) A Supervisory Committee Member must hold at least 3,500 and non-withdrawable deposit of Ksh500,000 (Five Hundred Thousand) three months prior to the election date.
- e) Shall have attained a minimum professional qualification of a Diploma or its equivalent from a recognized institution.
- f) Must not be a Board or Supervisory Committee Member of another Co-operative Society in Kenya.
- g) Elected officials shall be required to undergo a '**fit and proper**' test with the Authority and provide indemnity within two weeks.
- h) No person shall be eligible for membership in the Board or Supervisory committee of the Society if he/she:
 - i. Receives any remuneration, salary, or other payment from the Society, save in accordance with the Co-operative Act and By-laws.
 - ii. Has a conflict of interest with the society business such as lending members money on his own account.
 - iii. Has been convicted of any offence involving dishonesty or has been imprisoned for three months or more.
 - iv. Is adjudged bankrupt.
 - v. Has a non-performing loan facility with the society or has been negatively listed with credit reference bureau.
 - vi. Is an employee of the Society.
 - vii. Is an official of or holds a political office at any level.
- i) Members of the Board and Supervisory Committee shall be elected from amongst qualified members who are residents of Nairobi region (Metropolis) for the effective operations of the Society's affairs.
- j) Consistently patronizes FOSA services.
- k) Meets Chapter 6 of the Kenyan constitution.

Election Offences

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 or nomination committee, would have otherwise led to the disqualification of the candidate.
- c) Vote buying, bribery and disorderliness before and during election.
- d) Interfere with another member's rights to secrecy of the ballot.
- e) Compel, intimidate or force a person to vote or support a particular candidate.
- f) Impersonate someone in an election process.