

**TORCH SACCO LTD**

**ELECTION POLICY**

**AUGUST 2018**

## **1.0 INTRODUCTION**

Torch Sacco is committed to ensure good governance in the society and commits to provide members with an opportunity to participate freely in choosing her leaders through a well organized democratic process. This election policy is a guideline to Torch Sacco on the manner in which elections will be conducted with clear objects to:

1. Ensure that the society will conduct credible elections at all times based on the best practices of good governance.
2. Ensure that the Sacco will get leaders who are competent and possess the right values and virtues to move the society forward.
3. Ensure that members express their democratic rights in the most transparent manner and that the leaders will always represent the aspirations and the dynamics of the members.

## **2.0 ELECTION NOMINATING PROCESS**

- All members interested in being Management and Supervisory committee shall apply through filling forms which the society shall prepare and forward their requests to the society for considerations.
- The society shall acknowledge receipt of such applications in a register and official stamp.
- An applicant will retain a copy of any officially received form.
- The documents shall be kept safely in the society. Receipt of the form shall constitute an invitation to treat.
- The nominating committee shall vet and give their report not less than fourteen (14) working days to the elections.
- All appeals will be received in the Sacco office within 3 days after the nominating committee results have been communicated to the members.

## **3.0 ELIGIBILITY TO BE ELECTED INTO THE MANAGEMENT AND SUPERVISORY COMMITTEE**

The eligibility criteria shall be in compliance with Torch Sacco by laws clause 38 and in addition, the process shall have the following requirements:

- a) He/she is a member of the Society.
- b) He/she is under eighteen (18) years of age.
- c) He/she does not receive any remuneration, salary or other payments from the Society save in accordance with the Act.
- d) Being a member of the society, he/she has no record of lending members money on his own account.
- e) He/she is not undischarged bankrupt or is of unsound mind.

- f) He/she has not been adversely named by the Commissioner or his representative in an inquiry report endorsed by any General Meeting for mismanagement or corrupt practices whilst still a member of the management committee.
- g) He/she has not been convicted of any offence involving dishonesty or is imprisoned for a period of three months.
- h) He/she has no un-cleared debt owing to the Society at the end of the Society's financial year other than in respect of a loan as provided for in these By-laws.
- i) He/she has not been convicted of any offence under the Act or Rules made there under.
- j) Is an active member of the Society and whose monthly savings and loans have been received by the Society for a period of three months.
- k) Is able to read and write.
- l) He/she is not unreasonably over-loaned in contravention to the loan Policy.
- m) Is not committee member in two other Co-operative Societies.
- n) Is not a person against whom any amount of money is due under a decree, decision or order or pending recovery under the Act.
- o) Is not a member in good standing for at least 1 year
- p) He is voted out by two thirds majority of the society members present and voting at the General Meeting.
- q) Must have at least Kshs 100,000 worth of BOSA non-withdrawable deposits.

**Note:** Any serving management and Supervisory committee member who loses the above qualifications ceases to be a management committee member. A management committee member who is serving suspension from the employer shall stand suspended from the management committee until that matter is determined.

#### **4.0 COMPOSITION OF NOMINATING COMMITTEE**

There shall be a nominating committee constituted as per this Election Policy formulated by the management committee to vet and clear the prospective candidates for elections. The committee shall have three (3) persons and the Sacco Senior Accountant as an ex-official.

- a) The County Directorate of co-operatives one (1) representative who shall be the chairperson of the committee.
- b) A representative(s) of any NACCO
- c) One member from the general membership who has no vested interest may be invited as an observer.
- d) Torch Sacco Senior Accountant who shall be the secretariat to the committee.



Where the committee is to make a decision through voting, a simple majority of members shall decide.

## **5.0 RENUMERATION AND ACTIVITIES OF THE NOMINATING COMMITTEE**

The committee shall have a maximum of three sittings. Each committee member shall receive an allowance as per the society's guidelines

The committee shall transact the following businesses:

- i. Receive all applications for contesting candidates (which shall be in sealed envelopes), confirm the details in the nomination register and append their signatures in all application forms.
- ii. Vetting all applicants. All applicants shall be communicated to in writing whether successful or not. The reasons for disqualifications shall be clearly spelt in the communication.
- iii. Receiving and determining appeals.
- iv. Preparing and presenting their report/minutes to the management committee.

Where a member is not satisfied with the verdict from the nominating committee after appeal, the member shall have a right to appeal to the office of the County Co-operative Director.

## **6.0 CANDIDATES APPLICATION REQUIREMENTS**

Any member of the SACCO who is eligible to contest as a management or supervisory committee member and who meets the set criteria shall forward the following to the office of the Manager addressed to the Vetting Committee;

- a) Copy of the National ID Card
- b) Copy of last one months' pay slips
- c) Dully filled nomination form.
- d) Copies of academic and professional certificates

The Sacco Senior Accountant shall provide the vetting committee BOSA statements for the preceding twelve months for the vying candidates.

Upon receipt of applications from applicants, the office of the manager shall register the applicants' details in a nomination register. At minimum, the register shall have the following details; Name of applicant, member number, ID Number, Member signature, date and time.

The applicant or his/her nominated agent shall acknowledge submission of the documents by appending his/her signature in the nomination register. Similarly, the office of the Manager, shall acknowledge receipt of the same.

## **7.0 VACANCIES ON THE MANAGEMENT AND SUPERVISORY COMMITTEE**

The management committee shall notify the members at least 30 days in advance of the vacancies arising in the management and the supervisory committee. The contestable seats shall fall vacant at the end of the agenda of the AGM or one week before AGM as the case may be.

## **8.0 ELECTION DATE/ELECTION MODE**

During elections, the Returning Officer shall present duly nominated candidates for the vacant positions. Each candidate must have a proposer and a seconder. The following procedure shall be followed during voting:

- At the elections, members shall decide, by majority vote, the method of voting. The method may be secret ballot or by show of hands.
- No member shall be entitled to vote by proxy.
- A nominated member can be elected in absentia
- Irrespective of the number of shares held by him, no member shall have more than one vote.

Election date shall be one week before the Annual general meeting or any other day determined by the general meeting. Election shall be by secret ballot or such other mode agreed upon by members in the general meeting. Where conducted before the AGM, the society shall identify convenient polling station(s) and the necessary logistical arrangements.

## **9.0 RETURNING OFFICER**

The returning officer shall be the Co-operative officer who has powers to disqualify candidates proved to be engaged in election misconduct.

## **10.0 ELECTION MATERIALS**

The following materials may be used in the election process;

- Nomination application form
- Nomination clearance certificate
- Numbered voters register arranged in alphabetical order.
- Voters Card
- Serialized ballot papers
- Transparent ballot box
- Tally sheet
- Election Certificate

## **11.0 VOTERS REGISTER**

The members register shall be used to compile a numbered alphabetically arranged voter register. The voters register shall be compiled by the office of the Sacco Senior Accountant and made available to any member of the Sacco on request.

## **12.0. VOTING AND COUNTING OF VOTES**

- The polling centre shall be the venue of election or such other venue as shall be communicated to members.
- Where elections are done on a day different from the AGM the polling centre shall open at 9.00am and close at 3.00pm.
  1. where elections are by secret ballot
    - a) Eligible voters shall be cleared at the registration desk and issued with a voters card
    - b) The members shall then be directed to the next desk where he/she will be issued with a ballot paper and proceed to vote.



- c) The voters name shall be crossed in the register as evidence that the member has been issued with a voter's card.
- d) After all votes have been cast, the returning officer shall close the ballot boxes to be sealed in the presence of agents and be taken to the counting hall.
- e) Only candidates, their accredited agents, election officials and invited guests who will act as observers shall be admitted into the counting hall
- f) The returning officer shall open the ballot boxes in the presence of the candidates or their agents. Sorting of ballot papers shall then begin.
- g) Counting of ballots for each individual shall be done audibly by the election officials.
- h) The scores by each candidate shall be entered in a prescribed tally sheet and signed by agents.
- i) The voters register shall be reconciled with the total votes cast.

## 2. Where elections are held by show of hands or queuing system

- a) The returning officer shall count the hands raised/members queued
- b) The returning officer may delegate the counting of votes to any neutral party during the election period.
  - o The returning officer shall then announce the results to those present
  - o The returning officer shall then issue elected management committee or their agents with election certificates.
  - o In case of any candidates tying, the election will be repeated.

### **12.0 ELECTION MISCONDUCT.**

The following actions shall be among others constitute election misconduct:

- o Securing nomination on false information
- o Concealing information which if it had been brought to the knowledge of the vetting committee would have led to the disqualification of the candidate.
- o Voter buying, vote rigging
- o Use of absurd,unpalatable,abusive and unprintable words
- o Breach of security and use of life threatening statements.
- o Breach of peace during election period.
- o Acts of omission and commission that scares off voters

#### 14.0 ACCEPTANCE AND ADOPTION

AGREED TO ON.....Day of .....20.....

This document was discussed and approved for implementation as a policy of the SACCO with effect from .....

It is approved under MIN .....of.....meeting held on.....

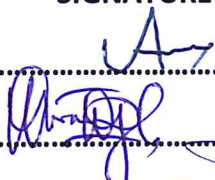
We the undersigned Executive officials of TORCH SACCO Society Ltd,do hereby accept and adopt these election rules on behalf of the society, having been duly approved in a general meeting held on the .....day of .....20.....

NAME

SIGNATURE

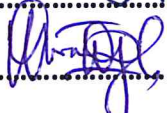
DATE

CHAIRMAN.....



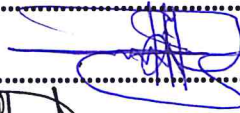
15/10/18

VICE CHAIRMAN.....



16<sup>th</sup>. Oct. 18

 HON. SECRETARY.....



16/10/2018

TREASURER.....



16/10/18

OFFICIAL SACCO STAMP

**TORCH SACCO SOCIETY LIMITED**  
**NOMINATION APPLICATION FORM**

1. I .....

Holder of ID No.....Member No.....

Proposers name .....Sign.....M/NO.....

Seconders Name.....Sign.....M/NO.....

Do hereby present myself for nomination to contest the position of Management /supervisory committee (tick appropriately) of TORCH SACCO society leadership.

**2. MEMBERS DETAILS**

Contact Address.....

Telephone Number.....Email Address.....

Employer Name.....

Department.....Section.....

Payroll Number.....Terms of Employment.....

Current position at the place of employment.....

Date of joining Torch Sacco.....

Non Withdrawable deposits as at the application Date.....

Total BOSA loans as at the application Date.....

Expiry Date of Contract .....Retirement Date (DD/MM/YY).....

Highest academic qualification (attach evidence).....

Highest professional qualification (attach evidence).....

Any other qualifications.....

1. I confirm that I am not a member of another Sacco,
2. In the event of being nominated and elected to the Sacco Leadership, I agree to fill Indemnity and wealth declaration forms as per the Co-operative Societies ACT, Rules and Sacco By-Laws.

Sign .....Date.....



**TORCH SACCO SOCIETY LIMITED**

TO.....

Torch Sacco Ltd,

MOMBASA.

**RE: CLEARANCE ELECTION CERTIFICATE**

The nominating committee sitting on the .....cleared

not cleared (reasons).....

.....

.....

you for contesting for a position of management/supervisory committee position during the upcoming Sacco election.

You are hereby advised to appoint an agent in the event the election is held by secret ballot.

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By Management Committee