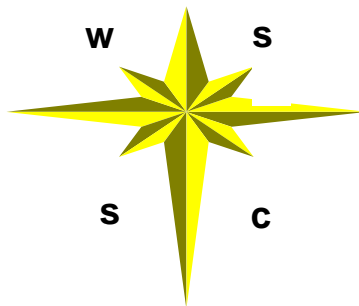


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# **WANA-ANGA SAVINGS & CREDIT CO-OPERATIVE SOCIETY LIMITED**

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## **ELECTION POLICY (Rev 2024)**

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## **1. INTRODUCTION**

This Election Policy document sets out the guidelines and procedures on the election, composition and terms of office of the Vetting Committee, Board of Directors, and Supervisory Committee members

This policy also defines the composition and explains roles of the Vetting Committee and roles of the members during elections

The Policy will be used in conjunction with the approved By-Laws and other Policies related to the functions of the Society. It forms an integral part of the electoral processes of the Society.

### **1.1 Vision**

To elect suitable candidates in a transparent and democratic manner

### **1.2 Mission**

To have the best vetting and electoral process by providing members and candidates an opportunity to participate in a free and transparent elections

## **2. OBJECTIVES OF THE ELECTION POLICY**

The main objective of the Election Policy is to provide guidelines and procedures for the vetting and electing Board of Directors and Supervisory Committee members to Wana-Anga SACCO and allow members to exercise their rights and participate freely in SACCO elections. Specifically, the Election Policy seeks to explain:

- i. The eligibility of candidates to Board and Supervisory committee positions,
- ii. The composition and role of Vetting Committee,
- iii. The election process to the Board and Supervisory Committee positions,
- iv. Terms of office of the Board and Supervisory Committee,
- v. The eligibility of the voter,
- vi. The role of Presiding Officers.

## **3. ELIGIBILITY FOR MEMBERSHIP TO THE BOARD**

No person shall be eligible as a member of the Board of Director if he/she; -

- (i) Has not been an active primary member of the society for at least five years prior to the Annual General Meeting and does not have a minimum of Ksh 1,000,000 shares and deposits in the SACCO or amount approved by the AGM as at the end of financial year prior to the AGM
- (ii) Has been adversely named by the commissioner or his/her representative in an inquiry report endorsed by an Annual or Special General Meeting for mismanagement or corrupt practices whilst still a member of the Board of a co-operative or union in the last ten years, or named in any other national

- inquiries where he/she has been shown to be engaging in dishonest activities
- (iii) Has been adversely named by the Authority in an inspection report for mismanagement or corrupt practices while still a member of the Board of a society
  - (iv) Has been charged of any offence involving dishonesty, a crime involving fraud, perjury or breach of contract of a licensed financial institution
  - (v) Has been convicted of any offence involving dishonesty or is imprisoned for three months or more with a crime involving fraud, perjury or breach of contract of a licensed financial institution
  - (vi) Is delinquent on loans with the SACCO for more than 90 days within 2 years prior to elections
  - (vii) Shall not have attained a minimum of "O" Level Certificate of Education or equivalent.
  - (viii) Is un-discharged bankrupt
  - (ix) Is under 18 years of age
  - (x) Is of unsound mind;
  - (xi) Is a Board member of two other co-operative societies with the same or similar objects licensed under the Act
  - (xii) Is an official of or holds a political or state office at any level
  - (xiii) Does not conform to minimum qualification standards in accordance to the applicable law
  - (xiv) Has been removed from public office on disciplinary action
  - (xv) Has not duly executed the Fit and Proper Test form as provided in the Regulations.

#### **THE SUPERVISORY COMMITTEE SHALL**

- (i) Have qualifications similar to those of members of the board
- (ii) Be required to attain at least some knowledge of accounts after joining the committee

*N.B.: A member may be elected in absentia subject to fulfillment of the conditions above.*

*A member must have a valid certificate of good conduct (Validity 12 month's application at the time of application for the post) or a waiting receipt and the applicant should present the certificate within 6 months after elections.*

#### **4. VETTING COMMITTEE**

##### **4.1 Composition of the Committee**

There shall be a Vetting Committee consisting of five members who shall vet candidates offering themselves for election to the Board and Supervisory Committee. The Vetting Committee shall comprise of;

- a) The Chief Executive Officer of Wana-Anga SACCO who shall be the Secretary,

- b) A senior member of Management Staff of the SACCO,
- c) A representative from the Ministry in charge of Cooperatives who shall be the chairperson
- d) Two reputable members with at least 15 years membership within the SACCO or as may be decided by the General Meeting from time to time. The two members must also have minimum shares and deposits of Ksh 1,000,000 and gender balance should be observed.
- e) Or composition shall be as may be guided by the Cooperative Societies Act and other relevant co-operative legislations from time to time.

#### **4.2 Role of the Vetting Committee**

The committee shall be appointed by the Board of directors at least 2 months prior to elections and shall stand to be disbanded 14 days after election.

*The roles of the committee shall be to:*

- 1) Develop Terms of Reference for vetting candidates
- 2) Develop a documented vetting criterion
- 3) Review candidate eligibility: The vetting committee shall evaluate whether potential candidates meet the criteria outlined in the Sacco's bylaws, other relevant co-operative legislation and resolutions made in General Meetings from time to time.
- 4) Review factors such as membership status, length of membership, and any other requirements for holding a leadership position.
- 5) Assess candidate qualifications: The committee shall evaluate the qualifications, skills, knowledge, and experience of candidates to determine if they are suitable for the roles they are seeking. This could include evaluating their educational background, relevant work experience, or other certifications or training.
- 6) Conduct background checks: The vetting committee shall perform background checks on candidates, verifying their credentials and ensuring that there are no conflicting interests or ethical issues that could affect their ability to serve effectively.
- 7) Interview candidates: The committee shall conduct interviews with candidates to assess their motivation, commitment, and understanding of the Sacco's objectives, as well as to determine their ability to work effectively in a leadership role.
- 8) Assess character and integrity: The committee shall evaluate the character and integrity of candidates to ensure they have a reputation for honesty, transparency, and ethical conduct. This may involve checking references or conducting inquiries as necessary.
- 9) Provide recommendations: Based on their evaluations, the vetting committee shall provide recommendations to the Sacco membership or the board regarding

the suitability of candidates for leadership positions. These recommendations may take the form of a vetting report that shall outline the committee's findings and conclusions.

10) Present vetting report to members during AGM

The Sacco board shall not interfere with the vetting committee's work or decision-making process.

#### Candidates

- (1) Must be willing to accept declared results by signing the acceptance form,
- (2) Must commit to conduct their campaigns in a mature manner that would not compromise the Society's image,
- (3) Must commit to disband all their social media campaign platforms immediately after the elections.

## **5. ELECTION PROCESS**

### **5.1 Nomination of candidates to Board and Supervisory Committee**

The Vetting Committee shall advertise the vacant positions at least one month before the Annual General Meeting.

Candidates who offer themselves for the vacant positions must declare whether they are vying for the position of the Board of Directors or Supervisory Committee.

No candidate shall be allowed to vie for two posts at the same General Meeting.

After vetting, the successful candidates shall be informed of the results and presented with a certificate at least three weeks before the date of the General Meeting.

The information shall be displayed on the Wana-Anga notice board and website for viewing before the Annual General Meeting.

The successful candidates will be required to appoint two election agents and forward the names to the Vetting Committee in writing. The vetting Committee will hold a meeting with the candidates and their agents at least a week before the election date to sensitize them on the election procedures.

During elections:

- i. The returning officer shall present duly nominated candidates for the vacant positions. Each candidate must have a proposer and a seconder.

- ii. Members shall decide, by majority vote, the method of voting. The method may be secret ballot or queuing, electronic or by show of hands
- iii. No member shall be entitled to vote by proxy
- iv. No member, irrespective of the number of shares or deposits held by him/her shall have more than one vote
- v. Within 14 days of the elections, the Chief Executive Officer shall forward to the Commissioner and the Authority the names and addresses of all persons elected

As a result of (vi) above, any disputes with the election procedures should be raised within 14 days after the election

## **5.2 Duties and responsibilities of Returning Officer / Presiding Officer**

Election of the Board of Directors and Supervisory Committee shall be conducted by the officers from the Ministry in charge of Cooperative Societies or any other person approved by the General Meeting. The presiding officer will oversee the voting process, counting of votes, and announcement of the results

The duties and responsibilities of Presiding Officers shall include but not limited to:

- i. Declaring the vacant posts,
- ii. Ensuring that only eligible members are allowed to vote,
- iii. Ensuring that only eligible candidates are allowed to contest,
- iv. Conducting the elections of Board of Directors and Supervisory Committee as per the SACCO by laws, Election Policy and Procedures and other relevant co-operative laws
- v. Declaring election results,

## **5.3 Duties and responsibilities of the Voters**

The voter's duty is to exercise his/her democratic right by voting the candidate of choice;

## **5.4 Eligibility to Vote**

A list of eligible voters will be prepared and approved by the Vetting Committee prior to the AGM.

To be eligible to participate in the voting process, a primary member must have minimum share capital equivalent to Ksh 25,000 or any amount as shall be fixed by the General Meeting from time to time.

*N.B. Dormant members (as defined in the SACCO By-Laws) will not be eligible to vote.*

## **6. CONSTITUTION OF COMMITTEES OF THE BOARD AND ELECTION OF SUPERVISORY COMMITTEE MEMBERS TO VARIOUS POSITIONS WITHIN THE COMMITTEE**

This shall be conducted within 7 days after the General Meeting elections

### **6.1 Mode of Elections during constitution of Board Committees**

The mode of Election of office holders in various committees shall be through secret ballot, provided that each candidate shall have a proposer and a seconder.

During the elections, the role of the Board and supervisory committee members shall be to;

- a) Nominate candidates
- b) Vote for candidates

*N.B. Board members shall not participate in the election of supervisory committee members and vice versa*

## **7 TERMS OF OFFICE**

Members of the Board/Supervisory Committee shall hold office for a period of three years. One third of the Board Members/Supervisory Committee shall retire every year but will be eligible for re-election.

In case a new Board of Directors or Supervisory Committee is elected, they will take the rotation positions of those that were replaced accordingly.

## **8 INTERPRETATION**

The interpretation of this Policy shall rest with the Board of Directors. The CEO will seek guidance from the Board on any matter that may not be covered in this Policy.

## **9 AMENDMENTS**

This Policy may be amended as and when necessary. Such amendments to the Policy will require authorization of the Board. The Board reserves the right to revise, revoke or add to the general policies contained in this Policy as directed by the General Meeting.



## 10 ACCEPTANCE

We the undersigned Board of Directors of Wana-Anga Savings and Credit Co-operative Society Limited named herein do hereby accept this Election Policy for and on behalf of the Society.

	NAME	POSITION	SIGNATURE	DATE
1	C. M. NGUNJIRI	CHAIRMAN		
2	M. O. OLOO	VICE CHAIRMAN		
3	E. M. MURIUKI	HON. SECRETARY		
4.	PETER O. OLOO	TREASURER		
5	S. MATHEKA	DIRECTOR		
6	C. OGUNDU	DIRECTOR		
7	M. GATERI	DIRECTOR		
8	J.T. MUIRURI	DIRECTOR		
9	L. WANYIRI	DIRECTOR		