ELECTION RULES OF THE KENYA PAEDIATRIC ASSOCIATION

1.0.0 PREAMBLE
1.1.0 The rules set out below shall be read in conjunction with Article 8 and other relevant provisions of the Constitution.
1.2.0 They shall apply to all members without discrimination
1.3.0 They shall be reviewed by the Kenya Paediatric Association Trustees, as and when necessary.

2.0.0 VOTING VENUE
2.1.0 Voting shall be carried out at the offices of the Kenya Paediatric Association (KPA) through secret ballot and at the Kenya Paediatric Association Conference at the Sarova Woodlands Hotel, Nakuru

3.0.0 NATIONAL OFFICE BEARERS
3.1.1 The following National Office Bearers of the Association shall be elected at Annual General Meetings (AGMs):
   a) Chairman/Chairperson
   b) Vice-Chairman/Chairperson
   c) Secretary
   d) Vice Secretary
   e) Treasurer
   f) Council Member (4)

3.2.0 Terms of Office
The office bearers shall serve for a period of two – (2) years and shall be eligible for re-election, to the same office, if they so desire, for only one additional term of two (2) years.

4.0.0 ELECTIONS COMMITTEE
4.1.0 There shall be an Elections Committee, which shall consist of ALL KPA trustees plus the Executive Officer
4.2.0 The Chair of trustees shall be the Chair of the Elections Committee
4.3.0 The Secretary shall be the Executive Officer of KPA.
4.4.0 Any member of the KPA Trustees, who wishes to stand for any position in Elections, shall resign from membership of the KPA Board of Trustees.
4.5.0 Quorums for meetings shall be two (2).

5.0.0 FUNCTIONS OF THE NATIONAL ELECTIONS COMMITTEE
5.1.0 To organize and supervise the election process.
5.2.0 To send notices for elections to bona fide members.
5.3.0 To receive nomination papers.
5.4.0 To verify membership of candidates and their proposers.
5.5.0 To dispatch and receive ballot papers.
5.6.0 To count ballot papers.
5.7.0 To present results of Elections at Annual General Meetings.

6.0.0 SUBSCRIPTIONS
6.1.0 Ordinary, Joint and Associate members shall be fully paid up by the end of the previous year (See relevant section of the Constitution)

7.0.0 ELIGIBILITY
7.1.0 ELIGIBLE
7.1.1 Requirements for Candidates and Proposers
7.1.2 The following shall be eligible to be proposed as candidates or to propose candidates.
(a) Ordinary, Joint and Privileged Members.
(b) They shall fulfill requirements of Rule 6.1.
7.1.3 Candidates shall also present relevant certified copies of original receipts, as proof of payment of membership fees for the previous year.
7.1.4 Statements and photographs
Each candidate for nomination shall be required to provide a Statement and passport size colored photograph of himself/herself, in accordance with Rule 9.1.2 (b).
7.1.5 Endorsement
Branch Offices (where applicable) shall endorse nominations of candidates.

7.2.0 NON-ELIGIBLE
7.2.1 The following shall NOT be eligible for nomination as candidates, or as proposers of candidates.
(a) Honorary and Corporate members.
(b) Members who are convicted of criminal offences in competent Courts of Law.
(c) Candidates who fail to present Statements, in accordance with Rule 9.1.2 (b) and copies of original receipts of their membership fees (Rules 7.1.3) and passport size colored photographs.

7.3.0 VOTING
7.3.1 The following shall be eligible to vote.
Ordinary and Corporate members.
7.3.2 The following shall NOT be eligible to vote.
(a) Honorary, Associate and Student members
(b) Members who are convicted of criminal offences in a competent Courts of Law.

7.4.0 PROXIES
7.4.1 The use of proxies at AGMs shall be allowed.
7.4.2 Any one member shall hold NOT more than two (2) proxies.
7.4.3 Holders of proxies can attend AGMs to look after members’ interests, except voting.
7.4.4 Members and their proxies shall comply with provisions of Rule 6.0, with regard to annual subscriptions.
7.4.5 Exclusion
(a) Proxies shall NOT be allowed for election as National Office Bearers. They must be physically present.

8.0 ELECTIONS TIMETABLE
8.1 Notice of Elections
The Secretary shall notify all members about forthcoming elections.
8.2 The Election process shall proceed as set out in the following schedule, which shall be modified as necessary.

<table>
<thead>
<tr>
<th>INTERVAL (Days)</th>
<th>ACTIVITY</th>
<th>MODE OF COMMUNICATION</th>
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<tbody>
<tr>
<td>13th January, 2020</td>
<td>Send Nomination Forms to ALL KPA members</td>
<td>Electronic Mail and all available means of communication</td>
</tr>
<tr>
<td>13th March, 2020</td>
<td>Receipt of Nomination Forms in KPA National office</td>
<td>Electronic Mail and all available means of communication</td>
</tr>
<tr>
<td>23rd March, 2020</td>
<td>Dispatch Ballot Papers to ALL bona fide members</td>
<td>Electronic Mail and all available means of communication</td>
</tr>
<tr>
<td>14th April, 2020</td>
<td>Deadline for Withdrawal of Received Nominations – Seven – (7) days before vote counting</td>
<td>Electronic mail</td>
</tr>
<tr>
<td>17th April, 2020</td>
<td>Receipt of Ballot Papers at KPA office – Nairobi By 5.00 pm</td>
<td></td>
</tr>
<tr>
<td>23rd April, 2020</td>
<td>Count ALL Ballot papers received</td>
<td></td>
</tr>
<tr>
<td>23rd April, 2020</td>
<td>Present Election Results to Annual General Meetings</td>
<td></td>
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</tbody>
</table>

9.0.0 NOMINATIONS
9.1.0 Nominations shall be presented using Form 1.
9.1.1 Nominations of candidates for the above posts shall be invited from the general membership of the Association, and they shall be valid if submitted by the date specified by the Election Committee during each Election period.
9.1.2 Each Member, who wishes to stand for any of the aforementioned offices, shall submit his/her nomination papers duly proposed by ONE, and seconded by another ONE current fully paid up members of the Association.
   (a) Each candidate shall sign against his/her name as consent for nomination for the office.
   (b) Each candidate shall attach a brief STATEMENT about himself/herself covering information, which he/she would wish to share with voters, such as his/her background, experiences of how he/she hopes to serve the KPA. The Statement shall not exceed two hundred – (200) words.
   (c) The proposers and seconders shall also sign against their names, showing their support for the candidate.
9.1.3 Every Member shall be allowed to stand for only ONE of the offices listed in Rule 3.1(a).
9.1.4 If only one Member presents his/her Nomination Papers with regard to any of the above offices, he/she shall be elected to such office unopposed and there shall be no voting.
9.1.5 Verification of Nominations shall be done, in the presence of candidates or their representatives, using the Nomination Check List (Form 2), as soon as documents are received by the Secretary, in KPA offices in Nairobi, (Rule 4.3). Candidates are free to waive this right by stating so in writing to the secretary
(a) Only ORIGINAL or secure electronic (pdf, adobe) nomination papers and certified copies of receipts shall be accepted.
(b) FAX and Photocopies of original nomination papers shall NOT be accepted.

9.1.6 All nomination papers, which shall have been verified and accepted, shall be forwarded, within four (4) days, to the Secretariat of the Elections Committee for further processing.

9.2.0 WITHDRAWAL OF NOMINATIONS
9.2.1 Each candidate who, with the support of one Proposer and one Seconder, shall have submitted his/her nomination by the stipulated date, shall be allowed to withdraw his/her nomination, in writing if so desired, so long as the withdrawal is done by the date decided upon by the National Elections Committee, as detailed in Rule 8.2.

9.2.2 Each withdrawal shall be signed by the candidate and his/her Proposer and Seconder.

9.3.0 NO NOMINATIONS
9.3.1 If no nominations are received for any particular office, National Elections Committee shall inform the National Secretary of KPA at least four (4) weeks before the next AGM.
9.3.2 Members who shall be at the AGM shall elect by secret ballot, a willing and otherwise qualified, member of their choice, from among those present to occupy such office. Or
9.3.3 Members shall decide to take any other appropriate action.

10.0.0 BALLOT PAPERS
10.1.0 Each contested office shall be allocated one serialized ballot paper
10.2.0 Each ballot paper shall be in the format set out in Form 3 (A) and (B)
10.3.0 Each candidate shall provide his/her passport size colored photograph, which shall appear on the front page of respective ballot papers, as set out in Form 3 (A).

10.4.0 Instructions for voting
Guidelines concerning voting shall be printed at the back of Ballot Papers, shown in Form 3 (A).

10.5.0 Dispatch of Ballot Papers
10.5.1 Statements (See Rule 9.1.2[b], from each candidate shall be attached to Ballot Papers, before they are dispatched.
10.5.2 Ballot Papers for the purpose of electing Office Bearers shall be sent out, by registered mail, to all Ordinary and Privileged Members of the Association, by a date that will be decided upon by the National Elections Committee, as set out in Rule 8.1.0.

10.6.0 Receipt of Ballot Papers at KPA office
10.6.1 Envelopes containing Ballot Papers shall be clearly marked outside with the words ‘BALLOT PAPERS – CONFIDENTIAL ‘to prevent accidental opening of envelopes by the staff at KPA offices.
10.6.2 All Ballot Papers, which shall be received before the set deadline, shall be dated and stamped at the KPA office by the Secretary of the National Elections Committee.
10.6.3 The sealed envelopes shall be handed over to the Chairman of the National Elections Committee, pending counting. He shall sign for ALL envelopes marked “BALLOT PAPERS CONFIDENTIAL” which shall be delivered to him at intervals of two – (2) days.

10.7.0 Counting of Cast Votes
10.7.1 Ballot Papers shall be counted at KPA offices.
10.7.2 The following shall attend and witness the counting of votes.
   (a) Members of the KPA trustees, acting as the National Elections Committee.
   (b) Members of the KPA National Executive Committee.
   (c) All candidates for election to National Offices (candidates may waive this right)
   (d) One Agent, who shall be a fully paid up member, representing one candidate, who shall identify himself/herself to the Chairman/Chairperson of the National Elections Committee.
   (e) KPA Staff: To assist in the assignment.
   (f) Not more than 12 (twelve) other fully paid up members of KPA, with prior consent of the National Elections Chairman/Chairperson, in consultation with candidates.

11.0.0 RESULTS OF NATIONAL ELECTIONS
11.1.0 Election Results
11.1.1 The Chairman/Chairperson of the National Elections Committee shall announce results of all ballots, which shall have been counted, to those who shall be present at the counting venue.
11.1.2 Candidates or their agents who shall be present at the process of counting shall sign the document containing results and thereby;
   a) Accept the election results as announced,
   b) Certify that the election process and results were free, fair and transparent.

11.2.0 Objections to Election Results
11.2.1 Candidates or agents who shall be present at the process of counting of votes, may opt to decline to sign the document containing election results and by so doing register their objections. However, such objections shall only be valid, provided that they are presented in writing, within forty-eight – (48) hours, after counting of votes, to the Chairman/Chairperson of the National Elections Committee, indicating reasons.
11.2.2 If any candidate or his/her agent is absent during the process of counting of votes, then such a candidate may, if he/she so wishes, present his/her objections in writing, to the Chairman/Chairperson of the National Elections Committee within forty-eight – (48) hours after the counting of votes.
11.2.3 The National Elections Committee shall investigate and, where possible, resolve all objections, which shall be addressed to them.
11.2.4 If any objection is not settled to the satisfaction of any candidate, the Chairman/Chairperson of the National Elections Committee shall forward such a case to the Chairman/Chairperson of the National Elections Appeals Tribunal for arbitration.

12.0 AGM: Report
12.1 The Chairperson/Chairperson of the National Elections Committee shall present reports containing results of, and any other relevant reports pertaining to, National Elections to KPA members, at the next AGM.
13.0 **APPEALS**

13.1 There shall be a National Elections Appeals Arbitrator, which shall be appointed every two (2) years at the KPA Annual General Meeting, on recommendation by the KPA Executive Committee.

13.2 The National Elections Appeals Arbitrator shall be the National Societies Council or a similar organization with interest in the welfare of associations appointed according to rule 13.1

13.3 Members of the National Elections Appeals Arbitrator will have the liberty to appoint persons within the organization to participate in the process.

13.4 All appeals against decisions of the National Elections Committee, regarding objections, shall be forwarded to the National Elections Appeals Arbitrator.

13.5 All appeals, which will be referred by the Chairperson/Chairperson of the National Elections Committee, in accordance with Rule 11.2.3, shall be sent, to the National Elections Appeals Arbitrator, not more than seven – (7) days after the counting of votes, for determination before the following AGM.

13.6 The National Elections Appeals Arbitrator shall present findings of the Arbitrator to the AGM either in person or through a written and signed report

13.7 Decisions of the AGM shall be final.