



P.O. BOX 28591-00200, NAIROBI, KENYA

midwiveskenya@gmail.com

MEMBER OF INTERNATIONAL CONFEDERATION OF MIDWIVES (ICM)

## **MIDWIVES ASSOCIATION OF KENYA**

### **RULES & GUIDELINES FOR NATIONAL ELECTIONS**

#### **1. VOTING**

Voting shall be carried out manually.

#### **2. NATIONAL OFFICE BEARERS**

The following National Office Bearers of the Association shall be elected at Annual General Meetings:

- i. Chairperson
- ii. Vice Chairperson
- iii. Secretary General
- iv. Treasurer General
- v. Assistant Secretary General

#### **3. TERMS OF OFFICE**

The office bearers shall serve for a period NOT exceeding two (3) 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. NATIONAL ELECTIONS COMMITTEE**

- There shall be a National Elections Committee, which shall consist of members selected by the conference committee.
- Chairperson will be appointed by the conference committee.
- The Secretary to the National Elections Committee shall be appointed.
- Members of the election committee shall be ineligible for election to any office in National Elections.

#### **5. FUNCTIONS OF THE NATIONAL ELECTIONS COMMITTEE**

- To organize and supervise the election process.
- To send notices for elections to bona fide members.
- To receive nomination papers.
- To verify membership of candidates.



P.O. BOX 28591-00200, NAIROBI, KENYA

midwiveskenya@gmail.com

MEMBER OF INTERNATIONAL CONFEDERATION OF MIDWIVES (ICM)

- To dispatch and receive ballot papers.
- To decide on the mode of voting.
- Present results of National elections at Annual General Meetings.
- To perform such other functions as may be necessary to achieve free and fair national elections.
- The Chairperson shall be the Returning Officer, during National Elections.

## 6. SUBSCRIPTIONS

- Members shall be fully paid up by the end of the previous year.

## 7. ELIGIBILITY

### Requirements for Candidates and approval by branch official:

The following shall be eligible to be proposed as candidates or to propose candidates.

i. Ordinary members.

They shall fulfill requirements as follows:

- ✓ Copies of Original Receipts (certified by any branch official) as proof of payment of membership fees for the current and previous year.
- ✓ Curriculum Vitae.
- ✓ Passport-size colored photograph.
- ✓ Valid NCK License.
- ✓ Copy of National ID.
- ✓ Proof of subscription for 2 years; candidate will provide Copies of Original Receipts certified by any official from the branch as proof of payment of membership fees for the current and previous year.
- ✓ Current CV.
- ✓ Statement and purpose/ manifesto.
- ✓ Recent colour passport.
- ✓ Nomination fee 20,000/-
- ✓ Certificate of good conduct.



P.O. BOX 28591-00200, NAIROBI, KENYA

midwiveskenya@gmail.com

MEMBER OF INTERNATIONAL CONFEDERATION OF MIDWIVES (ICM)

## 8. NON - ELIGIBILITY

The following shall NOT be eligible for nomination as candidates:

- (a) Honorary, Associate and Corporate members.
- (b) Members who have been convicted of criminal offences by competent courts of law.
- (c) Candidates who fail to present copies of original receipts of their membership fees and passport-size coloured photographs.

## 9. NATIONAL ELECTIONS

- ✓ **Notice of Elections:** The National Secretary shall notify all members about forthcoming elections.
- ✓ The Election process shall proceed as set out in the following schedule, which shall be modified as necessary.
- ✓ Start by putting the guidelines and forms on the website.
- ✓ Candidates and respective offices they are running for.
- ✓ Withdrawal of Received Nominations and Candidates.

## 10. NOMINATIONS

- ✓ 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.
- ✓ Each Member, who wishes to stand for any of the aforementioned offices, shall submit his /her nomination papers duly proposed by ONE current fully paid-up member of the Association.
- ✓ Each candidate shall sign against his/her name as consent for nomination for the office.
- ✓ Each candidate shall attach his/her manifesto which should not exceed two hundred word.
- ✓ If only one Member presents his/her Nomination Papers for any of the above offices, he/she shall be elected to such office unopposed and there shall be no voting.
- ✓ Verification of Nominations shall be done, in the presence of candidates or their representatives, using the Nomination Check List, as soon as documents are received by the admin.



P.O. BOX 28591-00200, NAIROBI, KENYA

midwiveskenya@gmail.com

MEMBER OF INTERNATIONAL CONFEDERATION OF MIDWIVES (ICM)

- ✓ Only certified copies of receipts shall be accepted, FAX and Photocopies of original nomination papers shall NOT be accepted.
- ✓ All nomination papers, which shall have been verified and accepted, shall be forwarded, within one week (7 days), to the Secretariat of the National Elections Committee for further processing.

#### **11. WITHDRAWAL OF NOMINATIONS**

- ✓ Each candidate who, with the support of one Proposer and one Secunder, 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.
- ✓ Each withdrawal shall be signed by the candidate and his/her Proposer and Secunder.

#### **12. NO NOMINATIONS**

- ✓ If no nominations are received for any particular office, National Elections Committee shall inform the National Secretary of MAK at least two (2) weeks before the next AGM.
- ✓ Members who shall be at the AGM shall elect, by secret ballot, a willing and otherwise qualified, member of their choice.

#### **13. ANNOUNCEMENT OF CANDIDATES**

- ✓ After verification of pursuant and withdrawals pursuant to the National Elections Committee shall announce the Candidates who shall be eligible to run in the election and the office they are running for.
- ✓ The announcement shall be made on the MAK Website.
- ✓ Each candidate shall provide his/her passport-size coloured photograph, which shall appear on the KMA Website during the announcement.
- ✓ The manifesto from each candidate shall be made available on the MAK Website during the announcement.

#### **14. VOTING**

- ✓ The mode of voting shall be as prescribed by the National Elections Committee.
- ✓ The Guidelines and instructions concerning voting shall be made available on the MAK Website.



P.O. BOX 28591-00200, NAIROBI, KENYA

midwiveskenya@gmail.com

MEMBER OF INTERNATIONAL CONFEDERATION OF MIDWIVES (ICM)

## **15. COUNTING OF CAST VOTES**

Votes shall be counted at the MAK election venue, or at such other place as may be appointed by the National Elections Committee.

The following shall attend and witness the counting of votes.

- (a) Members of the MAK election committee
- (b) All candidates for election to National Offices.
- (c) 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.
- (d) MAK Staff: To assist in the assignment.
- (e) Not more than 4 (four) other fully paid-up members of MAK, with prior consent of the National Elections Chairman/Chairperson, in consultation with candidates.

## **16. RESULTS OF NATIONAL ELECTIONS**

Election Results:

- ✓ The Chairman/Chairperson of the National Elections Committee shall announce results of all votes which shall have been counted, to those who shall be present at the counting venue.
- ✓ 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.