



## NOMINATION GUIDELINES YEAR 2023

### INTRODUCTION

Concorde Regulated Non-WDT Sacco Society Ltd. strives to adopt a democratic, member-driven and effective leadership culture that harnesses the diverse resourcefulness of its members to secure their best interests. Pursuant to By-Laws of Concorde Sacco as read together with Section 28 of the Cooperative Societies Act Cap 490 and section 11 of the SACCO Societies Act of the Laws of Kenya, Concorde Sacco hereby promulgates this nomination and elections guidelines to provide its members with clear guidance on;

- (i) How to nominate and/or elect a member into leadership position
- (ii) How to seek nomination or be elected.

In compliance with the rule No. 28 of 2004 and our By-Laws, 3 members of the Board of Directors and 1 members of Supervisory Committee will be retiring by rotation but are eligible for re-election.

### ELECTION GUIDELINES

The AGM 2017 approved the establishment of a Nomination Committee which is an independent body that consists of representatives from the Institute of Certified Public Accountants of Kenya (ICPAK), the Law Society of Kenya (LSK), the Institute of Directors (IOD) and Sacco secretariat.

The Board in 2018 approved a Nominations and Election Policy Guidelines that has given mandate to the Nominations Committee to conduct the nomination process. The mandate of the Nominations Committee shall include:

- (i) Monitoring the size and composition of the Board;
- (ii) Vetting individuals for nomination as candidates for Board and Supervisory Committee elections;
- (iii) Overseeing Board elections.

### Nomination process

- (a) Vacancies will be communicated at least one month ahead of the Annual General Meeting.
- (b) A skills gap analysis is conducted to identify the criteria of nomination to strengthen the Board.
- (c) All members seeking election to the Board and Supervisory Committee shall fill a nomination form and get a proposer and a seconder both of whom must be active members to sign the form.
- (d) The duly filled nomination form shall be sent to the email [info@concordesacco.com](mailto:info@concordesacco.com) or hand delivered to the Sacco office by the specified date.

- (e) Nomination forms sent via emails will be acknowledged via the same email within 24 hours of receipt, while those hand delivered will be forwarded with a copy that will be signed and stamped with official Sacco stamp.
- (f) The Nomination Committee will invite successful candidates for interviews with their original certificates and testimonials.
- (g) Unsuccessful candidates will be notified within 7 days after closure of receiving nomination forms.
- (h) Any appeal will be within 7 days from last day in (g) above.
- (i) Names of successful candidates will be circulated to members one (1) week prior to the AGM.
- (j) Successful candidates will be issued with nomination certificates signed by the Chair of the nomination committee.
- (k) The first meeting of the Board shall be within 7 days after election.

#### **Activities**

- |    |  |   |                               |
|----|--|---|-------------------------------|
| 1) | Sending Election guidelines and nomination forms | - | 26 <sup>th</sup> January 2023 |
| 2) | Deadline for submitting nomination forms         | - | 3 <sup>rd</sup> February 2023 |
| 3) | Shortlisting candidates                          | - | 8 <sup>th</sup> February 2023 |
| 4) | Notification to shortlisted candidates           | - | 9 <sup>th</sup> February 2023 |
| 5) | Interviews/Discussions with nominated candidates | - | TBC                           |
| 6) | Appeals  | - | TBC                           |
| 7) | Elections (at the AGM)                           | - | TBC                           |

#### **Criteria**

The Sacco is seeking members with Leadership (visionary, people management skills), Strategy (innovation, project management, finance and policy formulation) and expertise in Technology (Cybercrime and related innovations) to join its Board. Under normal circumstances, there are usually three (3) vacancies to be filled in the Board and one (1) vacancy in the Supervisory Committee. This time round though, we are in a unique position where all Board members are interim and there is only one member in the Supervisory Committee instead of three.

#### **Skills mix required for Board of Directors & Supervisory Committee**

- (i) Strategic Management
- (ii) Financial Management
- (iii) Credit Management
- (iv) General Management

### **Eligibility for Election**

Every member of CONCORDE Sacco Society Ltd. shall be eligible for election to Concorde Sacco Board or Supervisory Committee (in accordance with the Co-operative Societies Act and Concorde Sacco By-Laws) unless he or she:

- a) Has not been an active member of Concorde Sacco for the last 6 months uninterrupted.
- b) Holds less than Kshs.10,000 in share capital and /or less than Kshs.500,000 in deposits.
- c) Does not have "O" level School certificate or equivalent.
- d) Is an employee of Concorde Sacco Society Ltd.
- e) Is a member of any other salary-based Sacco.
- f) Is a Committee/Board member in two other Co-operative Societies.
- g) Has been adversely mentioned by a report on incidences of bribery, corruption, undue inducement of other members or of an election malpractice of any nature.
- h) Is medically proven to be of unsound mind.
- i) Is an undischarged bankrupt.
- j) Has been mentioned in a report of mismanagement of public funds.
- k) Has been convicted of any offence involving dishonesty or is sentenced to imprisonment for a term exceeding three months.
- l) Has been convicted of any offence under the Co-operative Societies Act or Co-operative Societies Rules and the Sacco Societies Act.
- m) Is a person against whom any amount of money is due under a decree, decision or order or is pending recovery under the Co-operative Societies Act.
- n) Has not been nominated by the Nomination Committee.

### **Conclusion**

All those meeting the above requirements are encouraged to offer themselves for the upcoming elections during the 2023 AGM by filling the nomination form and returning it to the office by the deadline as may be set by the Nominations Committee from time to time.

**"THE END"**