



SOMA COOPERATIVE SAVINGS AND CREDIT SOCIETY LTD

P. O. BOX 40038 - 80100, MOMBASA

TEL: 0721 254366 / 0726153517 / 0741887985 / 0719 637358

Email: somasacco@gmail.com / somasacco@yahoo.com

MOMBASA * KILIFI * KWALE * TAITA TAVETA * TANA RIVER

ELECTION POLICY AND RULES

1. Preamble

Soma Sacco Ltd strives to evolve a mature, democratic, member-response

2.0 Eligibility for Management and Supervisory Committee Members

1. Must have been an active member of the society for at least 5 consecutive years preceding the election year with an up to date savings and loans accounts.
2. Must be over twenty-five years of age
3. Must hold a non-withdrawable deposits of Ksh. 150,000 (One hundred and Fifty Thousand) six months prior to the election date
4. Must have a minimum professional qualification of a diploma or its equivalent from a recognized institution
5. No person shall be eligible for membership in the management or supervisory committee of the society if he/she
 - a. Receives any remuneration, salary or other payment from the society, save in accordance with the cooperative Act and by laws
 - b. Has a conflict of interest with the society business such as lending members money on his own account
 - c. Has been convicted of any offence involving dishonesty or has been imprisoned for three months or more
 - d. Is adjudged bankrupt
 - e. Has a non performing loan facility with the society or has been negatively listed with credit reference bureau
 - f. Is not an employee of the society

- g. Is not an official of or holds a political office at any level
- 6. Members of the management and supervisory committee shall be elected from amongst qualified members who are residents of Mombasa county for the effective operations of the society's affairs
- 7. Meets chapter 6 of the constitution
- 8. Must be of sound mind

Candidates application requirements

A member of the society who is eligible to contest as a member of the management or supervisory committee shall forward the following to the society office addressed to the chairman:

1. Duly filled election nomination application form
2. Copies of academic and professional certificates
3. The Sacco staff shall provide the vetting committee with the vying members statements for the preceding twenty-four months showing consistency in patronizing the society business and meeting its obligations
4. The applicant or his/her nominated agent shall acknowledge submission of the documents by appending his/her signature in the nomination register.
5. Retiring management and supervisory committee members who are eligible for re-election shall fill the election nomination form and submit afresh.
6. The officer shall acknowledge receipt of all applications by stamping on the submitted nomination forms
7. Any other information that may assist the nomination committee in the vetting process.



Elections of management and Supervisory Committee Members

- i. There shall be a Nominating Committee to vet and clear the prospective candidates for elections.
- ii. The Nominations Committee shall notify the members of the vacancies arising in both the board and the Supervisory Committee.
- iii. Total number of elected Management and supervisory committee members shall be one third of the either gender where applicable.
- iv. During elections, the Returning officer shall present duly nominated candidates for the vacant positions. Each candidate must have a proposer and a seconder.
- v. At the elections, members shall decide, by majority vote, the method of voting. The method may be secret ballot or queuing or by show of hands.
- vi. No member shall be entitled to vote by proxy.
- vii. Irrespective of the number of shares held by him, no member shall have more than one vote.
- viii. The management members shall be elected by and from within the Mombasa county.
- ix. Within fourteen (14) days of the elections, the C.E.O shall forward to the Commissioner and the Authority the names and addresses of all persons elected.

Election date

1. Election for management and Supervisory committee shall be conducted during an annual general meeting.
2. In an event where a management member is removed or leaves before expiry of his/her tenure, the appointment/election shall be held in accordance to the provisions of the cooperative legislations and the Soma Sacco by laws
3. A candidate eligible for election in the management and supervisory can be elected in absentia in the event there are justifiable circumstances for his/ her absence

Election offences

The following actions shall among others constitute election misconduct:

1. Securing nomination on false information
2. Concealing information which if it had been brought to the knowledge of the vetting or nomination committee, would have otherwise led to the disqualification of the candidate
3. Vote buying, bribery and disorderliness before and during election
4. Interfere with another member's right to secrecy of the ballot
5. Compel, intimidate or force a person to vote or support a particular candidate
6. Impersonate someone in an election process.

Any Election misconduct shall be dealt with by the nomination committee as per the applicable laws and election guidelines and shall lead to automatic disqualification.

Election dispute and appeals

1. All election related disputes or petitions shall be in writing and addressed to the county co-operative office within two calendar days
2. The County Cooperative office shall settle all disputes relating to elections within seven days after a complaint has been lodged.
3. A candidate appealing shall be required to pay Ksh. 3000 nonrefundable fee to the society account before his or her appeal is heard

Vetting Committee

There shall be a vetting and nominations committee which shall comprise of four members as follows:

- a. The County cooperative commissioner
- b. Two selected independent members of the Sacco
- c. The Sacco Officer

Mandate of the vetting committee

The vetting and nomination committee shall be responsible for verifying, vetting and clearing candidates for position of supervisory committee and management committee for elections.



The Committee's powers and responsibilities shall include:

- a. To receive nomination applications from all prospective candidates together with all the required supporting documents in the prescribed format.
- b. To ensure that the candidates are in compliance with the requirements for the position so vied for as stipulated in this policy, the society by laws and any other relevant laws.
- c. To cause to be produced any other information or document that may be required to facilitate the process.
- d. Compile a report on the nomination process to the management committee
- e. Issue nomination certificates to Candidates who meet the set qualification in the prescribed format.

Nomination process

- 1. Nomination process shall commence not later than the third Monday of January every year.
The Management committee to initiate the process
- 2. The committee shall give a notice of 14 days to receive nomination documents from members and delegates as the case may be.
- 3. All applications received by office shall be forwarded to the committee within two days after end of the 14 days' notice.
- 4. The Committee shall then carryout vetting to ensure that the candidates meet the requirements as per this policy, by laws, any other applicable guidelines and laws.
- 5. The Committee shall issue a nomination certificate to all qualifying candidates within 14 days of receipt of application.
- 6. A listing of all qualifying candidates shall be published on the official Sacco notice boards at the end of every stage of nomination exercise.
- 7. The nomination committee shall ensure that at every stage, the nomination process is done within and in compliance with the official Sacco election calendar.



Candidates Application Requirements

Any member of the Sacco who is eligible to contest as a management/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. KRA PIN certificate
- c. 2 colored passport photos
- d. Copies of last three months 'pay slips certified by the employer
- e. Letter of employment stating contractual terms
- f. Original duly filled application form
- g. Copies of academic and professional certificates certified by a commissioner of oaths
- h. Copies of compliance certificate in line with chapter 6 of Kenyan constitution.

The Sacco officer shall provide the vetting committee with statements for the proceeding twenty-four months for the vying candidates.

Upon receipt of application from applicants, the office of the manager shall register the applicants' details.

Returning officer

Returning officer shall be the County cooperative commissioner who shall have powers to disqualify candidates proved to be engaged in election misconduct.

Period in office

- a. For the supervisory and management committees, retirement shall be on one third rotational basis
- b. The new officials elected to replace the retiring officials in (a) shall hold office for a period of three years, eligible for re-election



My Savings My Sacco My Development
