



## **POLICY ON BRANCH ELECTIONS**

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*An excerpt from the approved Branch Governance policy of the Institute*

7.0 Elections in the branches shall be conducted in the following manner;

- a. ICPAK CEO or their designate shall be the Returning Officer for branch Elections.
- b. The Returning Officer shall declare vacancies and call for nominations at least twenty one days to the next Annual Members Meeting ( AMM)
- c. Aspirants who shall be members of ICPAK in good standing shall be proposed by a member and seconded by one other member. Members proposing and seconding must be members of the branch and in good standing.
- d. The voters register shall comprise members of ICPAK in good standing registered in the Branch at least One month before the elections.
- e. The elections may be conducted either electronically, secret ballot or by any other method acceptable to branch members BUT whichever method selected it must respect one- member- one- vote principle and advances transparency in the conduct of branch affairs.
- f. Elections shall be conducted during or not more than 7 days to the Branch Annual Members Meeting
- g. Election results and new office bearers be sworn / affirm or sign acceptance letters at the Annual Members Meetings in the public. The standard acceptance letter is attached at **Appendix XXX**
- h. Disputes on all matters relating to elections shall be lodged with the Council. Council resolution will be final

### **7.1 Term of office**

- a. The interim Branch Executive Committee shall serve for a period of one year.
- b. The elected branch chairperson shall serve for a single, non renewable term of TWO (2) years
- c. The Branch Vice- Chairperson & Branch Secretary shall serve a term of TWO (2) years renewable only once.
- d. Other members of the Branch Executive Committee shall serve for a period of THREE (3) years renewable only once, provided however that 1/3 of the Branch Executive Committee must retire and seek elections and each and every AMM
- e. Agreement on 1/3 retiring may be by mutual consent, by lot and whenever not agreed upon then ICPAK shall decide the vacancies.
- f. Branch elections shall be conducted in a as far as possible in the same way national ICPAK Elections are held.