

## **POLICY ON BRANCH ELECTIONS**

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

### **7.0 BRANCH ELECTIONS**

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

- 7.0.1 The CEO or designate shall be the Returning Officer for branch Elections.
- 7.0.2 The returning officer shall declare vacancies and call for nominations at least twenty-one (21) days before the AMM.
  - 7.0.2.1 Nominations shall be concluded, and names of successful candidates validly nominated circulated to the branch membership at least fourteen (14) days before the AMM date.
  - 7.0.2.2 Serving officials who wish to contest a position declared or to be declared vacant must resign at least thirty (30) days before the branch AMM date.
- 7.0.3 Aspirants who shall be members of ICPAK in good standing shall be proposed by a member and seconded by one other member.
  - 7.0.3.1 Members proposing, and seconding must be members of the branch and in good standing.
  - 7.0.3.2 Validly nominated candidates shall subscribe to the Institute Election Code of ethics;
- 7.0.4 For one to vie for the position of the branch Chairman, one must have been a member of the Institute for not less than three years and must have also served the branch Executive Committee for at least one year.
- 7.0.5 The voters register shall comprise members of ICPAK in good standing registered in the Branch.
  - 7.0.5.1 The voters register shall comprise members of ICPAK in good standing registered in the Branch at least one (1) month before the elections.
  - 7.0.5.2 A member shall vote only once in year in a given branch
- 7.0.6 The elections may be conducted either electronically, secret ballot or by any other method acceptable to branch members
  - 7.0.6.1 Whichever method selected above, MUST respect one- member- one-vote principle and shall endeavor to advance transparency in the conduct of branch affairs.
  - 7.0.6.2 The branch elections shall be conducted in a similar manner as the Council elections
- 7.0.7 Elections shall be conducted during or not more than seven (7) days to the Branch Annual Members Meeting
- 7.0.8 Election results shall be announced in public and new office bearers be sworn in and presented to members after the signing of acceptance letters at the Annual Members Meeting
- 7.0.9 Disputes on all matters relating to elections shall be lodged with the Council and the petition served on the returning officer within seven (7) days from the election date and Council resolution shall be final.

## **7.1 Term of office**

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

## **7.2 Vacancies Arising During the Year**

- 7.2.1 The Branch Executive Committee shall declare casual vacancies in the course of year on account of non-performance by any member.
- 7.2.2 Vacancies arising during the year shall be filled by the remaining executive committee members in the hierarchy of their offices awaiting the substantive filling of the position at the succeeding AMM.
- 7.2.3 Members nominated in the manner above shall automatically retire and may offer themselves for elections at the next Branch Annual Members Meeting.