



ICPAK POLICY GOVERNING ELECTIONS OF CHAIRMAN AND MEMBERS OF THE COUNCIL FOR YEAR 2022



VOTE

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Theme: “Economic Acceleration Towards a Resilient and Inclusive Future”

ICPAK POLICY GOVERNING ELECTIONS OF CHAIRMAN AND MEMBERS OF THE COUNCIL FOR YEAR 2022

1.0 Background:

The elections to ICPAK Council are governed by the Accountants Act no. 15 of 2008, By Laws and various guidelines issued by the Council over the years.

This policy document seeks to clarify the conduct of candidates and govern the process of campaigning by candidates during the election period.

2.0 Duly completed nomination form for election

Members who wish to vie for Chairman and Council member elections shall be required to send to the Institute a duly completed nomination form in a sealed envelope in accordance with the set requirements not later than 5:00 pm of the required deadline. The nomination shall contain a declaration that the information contained therein is true and correct and will include a declaration as to any convictions in court or declaration of bankruptcy through court or any information the Institute shall deem necessary for the nomination of candidates.

In the event there is information on the nomination form that would lead to disqualification of the Aspirant, the Institute shall communicate the same to the Aspirant requesting him/her to respond or amend the nomination form within 2 days failure to which he/she shall be automatically disqualified.

All nominees shall be required to declare that they meet all the requirements of Chapter Six of the Constitution before being cleared to vie for the position of Chairman and Council member and shall be required to submit the following documents in support of their declaration:

- a) Certificate of good Conduct from the Directorate of Criminal Investigations (DCI)
- b) Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
- c) Clearance Certificate from the Higher Education Loans Board (HELB)

- d) Duly filled declaration form from the Ethics and Anti-Corruption Commission (EACC)
- e) Clearance from any registered Credit Reference Bureau (CRB)

Induction

All successful candidates shall be required to attend the post nomination induction meeting as prescribed by the Council.

2.1 Communication to the nominees and candidates

All communication to the nominees and candidates shall be made by the Secretary to Council/Chief Executive Officer of the Institute or his nominee on behalf of Council.

Any correspondence by other means shall not be construed to be the official communication of the Institute.

3.0 Election Panel

In accordance with the Institute Bylaws, the Institute shall form an election panel comprising of four scrutineers, one of whom will be the Returning Officer and the Chief Executive Officer, who shall be an ex officio member.

The panel shall be responsible for authenticity, validity and integrity of the voters register and shall have oversight over the electoral medium and electoral process.

The Returning Officer shall have the super rights to the electoral system and will be in charge and responsible for any changes in the electoral system.

Co-Option

Where necessary, one member can be co-opted to provide expertise and /or to form quorum whenever need such a need arises.

The quorum of the election panel shall be the Returning Officer and any two of the Scrutineers.

The Returning Officer and the Scrutineers shall be required to attend the Council meetings at which the nominations are to be opened. The results of the election panel shall be communicated to the candidates by the Secretary to Council/Chief Executive Officer or his nominee.

Candidates will have a period of seven days to appeal against the decision of the election panel.

3.1 Term of the Election Panel

The term of the Election Panel shall be one-year renewable once at the discretion of Council and where possible one member retained at any given period.

4.0 Appeals Committee

There shall be an ad-hoc Appeals Committee which shall review appeals from the nominees or candidates against decisions of the Election Panel.

The Appeals Committee shall consist of five members to be appointed by the Council as follows:

- a. An FCPA who shall be the convener; and
- b. Four other members of the Institute.

The term of the Appeals Committee members shall be one-year renewable once at the discretion of Council.

The Convener and two other members shall form a quorum. The decision of the Appeals Committee shall be officially communicated to the affected parties by the Secretary to Council.

The terms of reference of the Appeals Committee shall be shared together with their appointment letters. The Appeals Committee shall, subject to the provisions of the Accountants Act, ICPAK Bylaws and Guidelines established by Council, regulate its own procedure.

5.0 Personal Information Sheet (PIS)

The following requirements will be applicable for this purpose

1. Candidates are required to provide a two-page A4 size PIS which must be lodged with the Institute together with the duly completed Nomination Form as soon as possible but not later than the required deadline. Candidates are free to provide in their PIS any information they deem fit and shall be wholly responsible for the information provided.
2. For candidates' guidance, the following information will be considered mandatory: -
 - Name-
 - Membership No.
 - Photograph-
 - Relevant academic and professional qualification(s)-
 - Election category-
 - Career progression in the last five years including current engagement
 - Participation in various boards including ICPAK Council Committee(s)/ SubCommittee(s) / Task Force(s) / Working Group(s) for past two years shall not be considered mandatory but shall be preferred.

The following information may also be availed

- Age
- Designation(s)
- Gender
- Candidate's website and / or email address
- Candidate's personal statement

And any other information that the candidate may deem necessary.

3. The Institute shall vet the PIS for any incorrect or misleading statements, but only in respect of information that can be checked against the Institute's record covering the recent two years to the election date. The Institute is not obliged to check other information in the PIS and will not be responsible for the contents, veracity and accuracy of the PIS.

4. Candidates should take note of the following printing specifications when preparing their PIS:

- a. The PIS will be printed in full colour.
- b. On request from the candidate, the Institute shall help the candidate insert his / her hardcopy photograph in the PIS. His / her photo should be trimmed to the right measurement by the candidate. Electronic photo will only be acceptable if it is in JPEG format (300 dpi) or TIF format. The file size should be between 600K – 1MB. In the case of a hard copy photo, the name of the candidate should be clearly written at the back or in case of an electronic photo the file name should indicate the name of the candidate.
- c. If the candidate chooses to prepare the layout artwork of his / her PIS, she/he should provide the layout artwork in PDF format (file size of 1MB or above) or JPEG format (300 dpi and file size of 2MB or above).

6.0 Candidates Profile

The following requirements shall be applicable for the Candidate's profile which must be lodged with the Institute after declaration of duly nominated candidates but not later than required deadline:

- a) A maximum of 2 pages;
- b) Times New Roman, font 12;
- c) Single spaced;
- d) Should be a word document to enable the Institute to design uniform profiles for the candidates

The profiles should not include the ICPAK logo, credo, mission core values or contact details of the candidate. A sample election profile marked appendix III is provided herein.

7.0 Voters Register and Campaign Register

The Institute shall prepare the Campaign and Voters registers.

The campaign register shall consist of all members of the Institute at the time campaigns start at any given year. The campaign register shall be availed to the candidates for use during the campaign period.

The voters register shall consist of all members eligible to vote at the close of the voter register. The voter register will be availed to the members by publication upon closer of the voters register.

8.0 The Voters Register

The Voters register shall close at least thirty (30) days before the next Annual General Meeting and the names therein shall be eligible to vote on condition that the members have fully paid up their subscriptions and are in good standing. Any member who makes payment after the close of the register shall not be eligible to vote. The election team shall inspect the register for authenticity, validity and integrity immediately after the close of the register. The approved nominated candidates by Council shall inspect the voters register on closure of the register but after validation by the Returning Officer.

The Institute will facilitate an electronic scrutiny of the voter details by the membership 21 days before the close of the voters register.

8.1 The Campaign Register

The Institute shall request for consent of members to avail their details to the candidates prior to the start of the campaign period. On consent by the members, a campaign register consisting of the names of all members and telephone numbers and email addresses of consenting members shall be prepared. Candidates shall be given the campaign register before commencement of the campaign period and will be free to contact the members who consent to have their contact details shared during the campaign period.

9.0 Campaign Forum

Two campaign forums will be organized each year after the close of the nomination process. The campaign forum shall be held either virtually or physically based on the activities of the Institute. The first campaign forum will be held immediately after the approval of nominations by Council. This will provide an opportunity to interact with and get to know the candidates better.

All candidates are required to notify the Institute in writing of their intention to attend or otherwise to facilitate the Institute's logistical arrangements.

9.1 Rules of the Forum

1. All Institute members are eligible to attend the campaign Forums. Pre-enrolment is necessary and will be accepted on a first-come first- served basis.
2. During the forum, each candidate will be assigned space to display their election materials within the venue of the forum.
3. The media will not be invited to the Forum, other than the video crew authorised by the Institute.
4. The Returning Officer shall Chair the Forum.
5. The Forum will be recorded and uploaded on the Institute's website during the campaign period.
6. The speaking sequence of the candidates will be determined alphabetically using the first name of the Candidates.
7. Each candidate will be given equal time to present their campaign message.
8. Members present may raise questions orally or in writing, the acceptance of a question is at the discretion of the session Chair. Members are encouraged not to give statements or comments.
9. Questions must be addressed to all the candidates and not to individual candidates. The Chair will see to it that all the candidates will be given equal opportunities to respond to the questions.
10. Equal speaking time is allocated to each candidate to respond to the questions from the floor. The candidates will take turn to answer questions in accordance with the direction from the session Chair.

11. Each candidate will be given equal speaking time to make their concluding remarks. A candidate will be requested by the session Chair to round up his / her concluding remarks immediately when the maximum time allocated has passed.

10.0 Election Period

The election period shall consist of a campaign period and a voting period.

10.1 Campaign Period

The campaign period will be a period of 21 days and shall run and end, forty-eight hours before start of voting period.

During the campaign, the campaign booth at any of the Institute activities will only be allowed to have campaign materials as specified below;

1. Standard Space based on the number of candidates and available space at the venue;
2. Flyers not exceeding A3 size;
3. Branded T-shirts for not more than four agents for each candidate; and
4. One (1) campaign pull up banner of 150 X 50 cm per designated venue of the campaign forum or designated venues for Institute activities

No member of the Institute will be allowed to engage in unsolicited campaigns and campaign materials before the campaign period. Such acts will constitute breach on the election guidelines of the Institute, by laws and Accountants Act and will be liable to disciplinary action and may lead to disqualification of the candidate from elections.

10.2 Voting Period

The Institute shall have three (3) voting days which shall be at least seven clear days before the next annual general meeting.

11.0: Electoral Offences:

The following shall constitute election offences subject to disciplinary action by the Council;

- i. Making derogatory statements about other candidates and the Institute

- ii. Distributing gifts to members to entice them to vote for the candidate.
- iii. Distribution of offensive campaign materials
- iv. Unsolicited sms, Twitter or WhatsApp or campaigns and campaign materials before the campaign period
- v. Members not in good standing who propose or second candidates while not being in good standing shall commit an election offence.
- vi. Members who knowingly or by design use derogatory and defamatory communication or material, literature or and any other campaign materials in whatever medium
- vii. Distribution of campaign materials, sms, Twitter or WhatsApp after the campaign period whether knowingly or unknowingly
- viii. Making false accusations or malicious actions against other candidates

For purposes of the Institute elections, a gift is a present, donation, contribution, presentation, charity, award, favour, settlement, informal freebie, perks or handouts in cash or otherwise.

Where in the opinion of the Returning Officer and on sufficient presentation of evidence, the candidate or supporters and agents have contravened or members nominating or members of the Institute have contravened or infringed on any of the provisions of this Code, they will be liable to have committed an electoral offence and may be liable to the following penalties or may be disqualified from the elections or both as applicable:

- (i) A fine as follows:
 - Any penalty for breach of the elections code of conduct by the candidates, members of the Institute and or their agents for any of the election's offences for the position of Chairperson attracts a maximum fine of up to Ksh 100,000
 - Any Penalty for breach of the elections code of conduct by candidates and or their agents for the position of Council member attracts a maximum fine of upto Ksh. 100,000

- (ii) Be warned from holding any public meetings, campaigns or meeting the voters during election period
- (iii) Be barred from participating in the current and future elections
- (iv) The members nominating the candidate may also be cautioned, warned, be fined or be barred from participating in any future elections.
- (v) Members of the Institute may also be cautioned, warned, be fined or be barred from participating in any future elections.

12.0 Social Media Engagement

Candidates are called upon to use the social media in a responsible manner and within the confinement of the elections code of conduct and deviate from matters leading to gross misconduct under the Accountants act.

Any reckless use of the social media platform to taint, discourage and disparage other candidates in their own personal capacity shall attract disciplinary action.

13.0 Independence of the Election Panel

The Election Panel has been mandated by Council to take charge of the elections process without any such interference, with the Secretary to Council/CEO being responsible for administrative matters only.

Any governance related matters shall be referred to the Council for further deliberations and guidance.

14.0 Complaints on Misconduct

Any member can make a complaint against any candidate, agent or member to the election's Panel for disciplinary action.

14.1 Process for handling election Complaints on misconduct

Step one- Receipt of complaint:

The Election Panel receives a Complaint related to ICPAK elections which relates to a member(s)

conduct that may be reported either through social media, or directly to the Institute. The Election Panel may also consider a complaint emanating from its own observations on election misconduct by candidates, agents, or members.

Step two-Response to the Complainant:

The Election Panel shall acknowledge receipt of a reported complaint and request for evidence from the Complainant in support of the allegations.;

Step three- Notification:

The Election Panel notifies the Candidate, Agent or member (the Respondent) of a complaint against them and concurrently shares the Complaint and supporting evidence. A copy of the notification of Complaint is shared with the Complainant.

The notification of complaint must include (among others) the following:

- a. The allegation in question;
- b. A copy of the complaint;
- c. Disclosure of any evidence provided;
- d. Timeline for submitting a response;
- e. Consequences of failure to respond; and
- f. Mode of communication (email or hand delivery)

Step four-Response to the Complaint:

The Election Panel receives the response to the complaint within the stipulated timeline and shares the response with the Complainant.

Step five- Preliminary Investigations and Decisions:

The Election Panel shall consider the Complaint and evidence adduced.

The Election Panel shall arrive at any of these decisions at this stage:

- a. Dismiss the Complaint for lack of merit, jurisdiction or mandate;
- b. Determine the Complaint and issue penalties as provided under clause 11.0 of this Policy; or
- c. Recommend that the matter proceeds for further hearing;

Step six- Hearing: A hearing between the Election Panel, Respondent and the Complainant shall take

place where parties shall present their case and evidence. A report of the foregoing shall be prepared, and it shall take the form of proceedings.

The parties involved must be furnished with copies of the report and they must declare in writing that it is a true reflection of the meeting.

In the event that the Complainant withdraws the case or is not willing to testify against the Respondent then the Election Panel may discontinue the case.

The investigations process shall abide by the following basic principles of fair administrative action:

- a. All complaints should be responded to in writing or via email in the shortest time possible;
- b. All matters should be considered and determined in the shortest time possible
- c. The Respondent shall be furnished with all the evidence filed against him/her and there shall be full disclosure to all parties.

The Election Panel shall deliberate and determine matters in the absence of any Respondent who fails to respond to the Returning Officer's correspondence or fails to attend the hearing.

Step seven- Determination:

The Election Panel shall deliberate upon the matter and reach a determination. In the event that there is no consensus, the majority opinion shall prevail. The dissenting opinion shall be recorded in the determination.

The Election Panel shall submit the determination to the Chief Executive Officer. The determination shall include any of the following recommendations:

- i) That no further action be taken against the Respondent;
- ii) That the Respondent be reprimanded; or
- iii) That the Respondent be reprimanded with publication of the reprimand on the ICPAK Website or on any other suitable media; or
- iv) That the Respondent be disqualified and struck off the list of contestants.

The reprimand shall either be a fine, a warning letter or both as provided under Clause 11.0 of this Policy.

Step eight- Delivery of the Determination:

The Complainant and Respondent shall be invited by the Election Panel for delivery of the determination and shall be informed of the right of appeal to the Appeals Committee and the deadline thereof.

15.0. System Controls

The access to the voting system shall be limited to the Election Panel with proper log in controls put in place.

At any given time, there shall be more than one person logging in at any given point. Preferably the RO and any other scrutineer and or the system administrator (IT manager). Any changes to the system during elections can only be effected with the approval of the Returning Officer. The same should be initiated by the ICT manager with the approval of the RO.

16.0 Code of Conduct

All candidates shall be required to sign the election code of conduct after their nomination. Staff of the Institute will also be required to sign an electoral code of conduct.

16.1 Voting Process

The voting process shall be complete upon a voter casting their vote for all vacant positions on the ballot.

17.0. Sequence of Names

The sequence of the names of the candidates shall be determined alphabetically using the first name of the Candidates at all times.

18.0. The eligibility of former ICPAK Secretariat staff vying for council positions

An employee of the Institute shall not be eligible to vie for a council position while still employed by the Institute. Upon exit from the Institute, the employee must have a cool off period of 3 clear years from the date of resignation or retirement before being eligible to vie for any Council position.

THE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA ELECTION CODE OF CONDUCT 2021

I Confirm that I am
desirous of contesting the elections to be held onfor the position of
.....having been validly proposed by
.....Membership No..... and seconded by;
.....Membership No.....

AND the following members of the Institute

- i.
- ii.
- iii.
- iv.
- v.

With a view of maintaining a healthy and peaceful atmosphere during the election process and for ensuring a free and fair election, the Election Code of Conduct for observation by the candidates and their authorized representatives is hereby notified to all concerned.

The Election Code of Conduct contains instructions and norms to be followed by candidates and their authorized representatives and members during the entire election process.

The Election Code of Conduct shall be in addition to that prescribed by the Accountants Act No 15 of 2008 and the Institutes By- Laws and shall come into force from the date of issue of the election notification by the Returning Officer.

In conformity with the Accountants Act 2008 and the ICPAK By – Laws I do solemnly declare that I and my Agents will subscribe and observe all provisions of the Election Code of Conduct and in particular to;

1. Promote the ideals of the Institute of Certified Public Accountants of Kenya, in a fair, truthful and transparent manner.
2. Avoid, condemn prevent violence and intimidation or abusive language or words that will disparage the conduct of my opponents or opposing candidates.
3. Instruct my agents, supporters and campaigning teams and, members of the Institute who have nominated me to respect the Election Code of Conduct by avoiding violence and intimidating or abusive language.
4. Avoid scrupulously all activities, which are corrupt practices, such as providing incentives to voters, intimidation of voters, giving gifts to voters etc.
5. Respect and affirm all the rights of all participants and supporters of opponents in the election;
 - (i) to express divergent opinions.
 - (ii) To debate and contest the policies and programmes of other candidates in a positive

manner without causing bad blood or ridiculing them.

- (iii) To canvass freely for support from members of the Institute.
- (iv) Respect and be subject to the Public Order Act, when holding meetings and General campaigns.
- (v) To refrain from distributing derogatory and defamatory notices, literature or and other campaign materials in whatever medium.
- (vi) To promote free and fair campaigns by all lawful means.
- (vii) To co-operate with the Secretariat and other relevant institutions and other authorities in the investigation of issues and allegations arising during the election period.
- (viii) To avoid any corrupt tendencies like bribing the voters to boycott the elections and attempting to manipulate the voting system in place.
- (ix) To refrain from impeding the right of any candidate, canvassers and representatives to have access to members for purposes of voter education, canvassing for votes and soliciting support for election.
- (x) To avoid, eliminate and stop plagiarizing the opponent's messages, posters and to discourage and prevent the removal disfigurement or destruction of campaign materials of any contestants.
- (xi) To refrain from publishing or repeating false, defamatory or inflammatory allegations concerning any person connected with the election and not to defame the character of contestants.
- (xii) To refrain members who knowingly or by design use derogatory and defamatory communication or material, literature or and other campaign materials in whatever medium
- (xiii) To refrain from any attempt to abuse a position of power, privilege or influence, including any offer of reward or threat to refuse to pay a penalty properly imposed by the Secretariat for errant behaviour by me or my supporters during campaigns and voting.
- (xiv) To avoid any discrimination based on age, race, gender, tribe or place of origin or residence or other local connection, political opinion,

colour, creed or sex in connection with the election activity.

- (xv) To acknowledge the Secretariat's authority in the conduct of election, ensure the attendance and participation of representatives at meetings of any Returning Officer and other forums convened by the Secretariat in dispute resolution, respect and honor fines or any condition imposed on my candidature due to misconduct and unbecoming campaign behaviour by me or my supporters during campaign for votes.
 - (xvi) To facilitate the Secretariat's right of access through the Returning Officer and the Election Panel and other official observers and other representatives to all public meetings or other electoral activities co-operate in the official investigation of issues and allegations arising during any election period.
 - (xvii) To take reasonable steps to discipline, stop and control my agents, employees, candidates, members and supporters from infringing this code, engaging in activities of commission or omission which amount to offences under the electoral laws or otherwise for not observing this code or contravening or failing to comply with any provision of the electoral laws.
 - (xviii) To refrain and deter my supporters and agents from conducting campaigns and speeches in any Continuing Professional Development forums of the Institute during the election period.
 - (xix) To avoid sponsorship to any Institute forums by a candidate or by the employers of the candidates.
 - (xx) Without prejudice to any other rights, to accept the final outcome of the election and the Returning Officer's declaration and certification of the results thereof.
6. Not to give interviews other than those given in a non professional capacity to newspaper(s) or electronic media.
 7. A manifesto or circular issued shall conform to the following requirements in the interest of maintaining dignity in the election, namely:
 - a) A manifesto or circular shall contain information regarding the candidate himself

- and shall not make any reference, directly or indirectly, to any other candidate;
- b) The distribution of a manifesto or circular shall be restricted only to the members of the Institute;
 - c) A certified copy of such manifesto or circular shall be sent to the Returning Officer via email within 2 days after its issue;
 8. In the event of having any specific complaint or problems regarding the conduct of the elections, the matter to be first reported to the Returning Officer for determination. In so determining the Returning officer shall have the right to compose a team to consider the matter and the decision of the Returning Officer shall be final.
 9. Any candidate who contravenes the Election Code of Conduct during the election period and who shall in the conduct of elections bring the Institute into disrepute shall be subject to the Institutes Disciplinary Process.
 10. Notwithstanding clause 9 above, where, in the opinion of the Returning Officer and on sufficient presentation of evidence, I or my supporters and agents have contravened or the members nominating me has contravened or infringed on any of the provisions of this Code, I will be

liable to have committed an electoral offence and may be liable to the following penalties or may be disqualified from the elections or both.

- (vi) A fine as follows:
 - Any penalty for breach of the elections code of conduct by the candidates and or their agent for any of the election's offences for the position of Chairperson attracts a maximum fine of upto Ksh 100,000
 - Any Penalty for breach of the elections code of conduct by candidates and or their agents for the position of Council member attracts a maximum fine of upto Ksh. 100,000
- (vii) Be warned from holding any public meetings, campaigns or meeting the voters during election period
- (viii) Be barred from participating in the current and future elections
- (ix) The members nominating the candidate may also be cautioned, warned, be fined or barred from participating in any future elections.

I have read the Code and confirm that I have understood the contents of this code of Conduct, declare that I respect and abide by all the conditions of the Code and to that end promise to undertake objective and mature campaigns free from coercion, abusive language and violence.

So, help me God.

Signed by the said

Name of Candidate

Membership No:.....

Signature:

In the presence of Returning Officer

Name:..... Signature:.....

THE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA ELECTION CODE OF CONDUCT FOR SECRETARIAT STAFF 2021

A. Introduction

The following Code is meant to act as a guide to Secretariat in understanding their responsibilities to the Council and to the Institute generally in relation to the elections. It is made in furtherance of good corporate governance within the Council, Secretariat and adherence by candidates, in the administration of respective duties and activities in the electoral process.

The Code of Conduct is binding to the Secretariat. It will be enforced by the Institute, whose working procedure will be regulated by international best practices and Institutes By-Laws.

B. Secretariat

1. The Secretariat shall be independent, non-partisan, impartial, and transparent which bases itself on democratic election principles.
2. The Secretariat are obliged to abide by the following:
 - i. Exercising authority based on By-laws
 - ii. Behaving and acting in a non-partisan and impartial manner
 - iii. Acting in a transparent and accountable manner that is ensuring quality of service to voters and contestants in accordance with the professional standards of the Institute
 - iv. Serving voters in exercising their rights
 - v. Not getting engaged in conflicts of interest that is ensure that the secretariat shall not cause or facilitate the sending of emails, unsolicited sms and other forms of communication which is not formally presented and sent through the Institute laid down structure
 - vi. Not influencing, or communicating in a partisan manner with voters that is no sharing of members information/database or contacts to candidates unless through a formal channel from the Secretariat

C. Basic Principles in the Electoral Code of Conduct for Secretariat

D. The Secretariat are obliged to abide by the following:

- a. Not being involved in personal activities that might generate a sympathetic or antagonistic attitude towards particular candidates, or contestants, or others with particular candidate affinities;
- b. Avoiding acts of omission and/or commission that would have a negative effect on the conduct of the election activities, and avoiding interventions by members;
- c. Not wearing, carrying nor displaying symbols, signs or attributes which clearly identify partisan attitudes to contestants, or voters
- d. Not making open public statements that are personal attacks on candidates or contestants
- e. Not getting involved in any official or unofficial activity, including personal activity (use of Institute's database, unsolicited sms, blogs and twitter), which has the potential to raise a conflict of interest.
- f. Abiding by the Institute's by-laws

E. Mandatory Provision

This Electoral Code of Conduct is stipulated, to be fully obeyed and implemented.

F. Penalties

Notwithstanding clause b and c above, where, in the opinion of the Returning Officer and on sufficient presentation of evidence, I have contravened or infringed on any of the provisions of this Code, I will be liable to have committed an electoral offence and may be liable to the following penalties or may be disciplinary action from the elections or both.

1. A fine as follows:

- penalty for breach by Secretariat is Ksh 60,000

2. Disciplinary action for breach of election code for which a warning letter will be issued. In the event that more than one warning letter is issued for the electoral offences the staff will be construed to be unfit to hold any office at the secretariat.

F. Declaration

I _____ have read and understood the provisions in the Electoral Code of Conduct as stipulated and commit to fully abide by it. I will also take responsibility for non adherence to the Code of Conduct as stipulated and agree to the resulting consequences a result of the breach as provided for in the Institute's by-laws and regulations.

Signature _____ Date: _____

Annexure

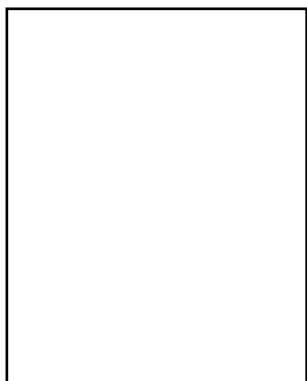
Sample Personal Identification Form Next page

Appendix III: Proposed Candidates Profile for Circulation to Members

THE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA CANDIDATES VALIDLY NOMINATED FOR COUNCIL ELECTIONS, YEAR 2021

COUNCIL POSITION

PHOTO



PERSONAL DETAILS

Full Name: CPA.....

Professional & Education Qualifications:

- Doctor of Philosophy (PhD) in Business Administration
- Doctor of Philosophy (PhD) in Economics
- MBA in Strategic Management
- MA-Economics
- Bachelor of Education
- CPA(K)
- CPS(K)
- CIPS

ICPAK Registration Number: 5468

Date of Registration: April, 2008

Position Nominated for:

Profile

I hold a PhD in Business Administration (Finance) from Jomo Kenyatta University of Agriculture and Technology (JKUAT), PhD candidate in Economics at the Open University of Tanzania, a holder of an MA (Economics) from University of Nairobi; an MBA (Strategic Management) from University of Nairobi; B. Ed (Hons) from Moi University and a Postgraduate Certificate in Environmental Impact Assessment and Environmental Audit from Africa Nazarene University.

I am a member of the Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Certified Public Secretaries of Kenya (ICPSK), Kenya Institute of Management (KIM), Institute of Economic Affairs (IEA) and the Kenya Institute of Supplies Management (KISM).

I sit in the Pan African Federation of Accountants (PAFA) Board as a technical advisor, Kenya Accountants and Secretaries National Examinations Board and other regional and national boards. I have extensive experience in leadership, financial management, research and public policy amongst others.

I have previously served as the Director Private Sector, Enablers and Competitiveness at National Economic and Social Council (NESC) Kenya, a top policy advisory body to the Government of Kenya, as the Finance and Administration Manager at Housing Finance of Kenya, and Finance and Procurement Director at Kenya Post Office Savings Bank.

Suitability for Council Election

- a) I am a Member of the Institute in good standing.
- b) I am committed to more deliverables in the 2016/2018 period.
- c) I have been a member of the Institute since 2006, I was commended in April 4, 2008 for my outstanding contribution to the Institute and the CPA profession.
- d) I have represented the Institute in several events both locally and internationally.
- e) I was co-opted as a Member of the Public Policy and Governance Committee of the Institute from 2009-2011.
- f) I serve in the Finance and Strategy Committee of the Institute.

Policy Governing Elections of Chairman and Members of the Council For year 2022

