

**THE KENYA JUDICIAL STAFF ASSOCIATION
(KJSA)**

**Rules and Regulations for
CONDUCTING NATIONAL OFFICE ELECTIONS (2024)**

**THE KENYA JUDICIAL STAFF ASSOCIATION (KJSA).
MILIMANI LAW COURTS.
P.O. BOX 30420-00100
NAIROBI-KENYA**

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1 NATIONAL OFFICE BEARERS

1.1 The positions available for contest are: -

- i. The President
- ii. The Deputy President
- iii. The Secretary General
- iv. Deputy Secretary General
- v. The Treasurer
- vi. Deputy Treasurer
- vii. The Organizing Secretary
- viii. Deputy Organizing Secretary
- ix. Three Trustees

- 1.2 Candidates must subscribe to agree with election guidelines, rules and regulations of the election.
- 1.3 Candidates may only seek election for one office and cannot change positions once the notification is received. No member shall be nominated as a candidate for more than one post in the election.
- 1.4 For the purposes of this document, "campaigning" and "campaign materials" shall be defined as including, but not limited to: word of mouth, posters, flyers, banners, or any other type of verbal, non-verbal, electronic (i.e. email, Facebook, Myspace, twitter, web postings), or physical distribution and/ or advertisement of materials related to a candidate or candidates
- 1.5 All candidates must campaign and promote the Kenya Judicial Staff Association elections in a positive manner while creating awareness in the candidate's cause.
- 1.6 Candidates should maintain good taste in all campaign materials and displays. Slander and obscene language will not be permitted and any member who contravenes is subject to disqualification.
- 1.7 The election/balloting committee will be charged with the safekeeping of all election materials.

1.8 Campaigning by candidates should not disrupt or inconvenience court operation business

2 ELIGIBILITY OF A VOTER

2.1 All registered KJSA members as per Article 5 of the KJSA Constitution.

2.2 Only members whose names appears in the updated KJSA membership register present online and physical at the venue of the election within the time scheduled shall participate in the election.

3 ELIGIBILITY OF A CANDIDATE

3.1 A candidate should:

a) She/he MUST have been an active member for no less than a period of three years and attended the last three AGMs either physical or virtually.

b) Should not have any pending disciplinary cases (Verification shall be obtained)

c) She/he should articulate issues of KJSA that will take the Association to the next level.

d) Be a person of high integrity.

e) Well versed with Kenya Judicial Staff Association mandate and objectives.

3.2 All interested candidates shall notify the election Committee of their intention to vie via email within 7 days from the date of the Notice of the AGM at which the elections shall be held.

3.3 Eligible candidates must have submitted an application to Election Committee Secretary and have paid nomination fees at least ten (10) days before the election. Any candidate who does not submit his/her application before 5 p.m. local time of deadline day will not be listed on the election ballot.

3.4 A nomination form must be signed by the candidate and supported by fifty (50) nominators who must be members of the association and eligible to vote at the election of either gender.

3.5 No aspirant shall be cleared to vie for any position before payment of a non-refundable Nomination Fee to KJSA Bank Account and submitting a deposit bank slip.

3.6 Nomination Fees are as follows:-

I. The President ----- Ksh 10,000

- II. The Deputy President-----Ksh 10,000
- III. The Secretary General----- Ksh 8,000
- IV. Deputy Secretary General-----Ksh 8,000
- V. The Treasurer-----Ksh 8000
- VI. Deputy Treasurer.....Ksh 8000
- VII. The Organizing Secretary.....Ksh 7000
- VIII. Deputy Organizing Secretary Ksh 7000
- IX. Trustee.....Ksh 6000

3.6 The fees listed above are meant for logistical purposes only.

4 VENUE FOR VOTING

4.1 Voting shall be held at the AGM

5 VOTING PROCEDURE

5.1 Voting shall be online.

5.2 All members of the association will receive a voting link during the AGM.

TALLY PROCEDURE

5.3 The election committee will validate and count t on the same day of election at the same venue and announce the result.

5.4 The election committee is charged with the tallying of all online ballots and the preparation of a report detailing the results of the election, including voting link.

ELECTION GUIDELINES

5.5 There shall be no campaigning at the election venue. Any candidate found campaigning at the election venue shall stand disqualified.

5.6 The election shall be by Secret Ballot following the principle of 1 member 1 vote.

5.7 Votes are cast online and you may only vote for one applicant for each position.

5.8 A candidate will require to garner the most votes cast to be declared winner in any position.

5.9 Each candidate is entitled to one agent/observer who will sign the result certificate.

- 5.10 Each candidate upon submitting his/her nomination papers must indicate the name of an agent.
- 5.11 Results declared at point of tally shall be final.
- 5.12 A candidate who garners the most votes will assume office immediately after declaration of result.

6 DECLARATION OF RESULTS AND CERTIFICATION

- 6.1 After counting of all votes cast for each candidate, the National Presiding officer shall declare as duly elected the candidate who obtains the majority of the valid votes cast.
- 6.2 A candidate nominated to vie for a particular position as the sole candidate with no opponent(s) shall be declared duly elected.
- 6.3 In the event that one or more candidates withdraw their candidature before voting, leaving one candidate, the remaining candidate shall be declared duly elected.
- 6.4 The duly elected Secretary General shall notify the Chief Registrar of the Judiciary of the persons duly elected.

7 DISPUTE RESOLUTION

Any candidate who may be dissatisfied with the election or on its process, he/she to channel their complain(s) within 7 days to the Dispute Resolutions Committee.

Passed at the Annual General meeting held on Saturday 16th December, 2023.

Certified by;



**Boru Wako
President
KJSA**



**Millicent Owino
Secretary General
KJSA**