



UBORA REGULATED NON-WDT SACCO SOCIETY LIMITED

South C Popo Road | 54974-00200 Nairobi | 020-6948-443/305/261 | ubora@kebs.org

Nomination Process

- i Vacancies will be communicated via the Sacco notice board, Sacco website or other form which the Sacco chooses.
- ii The vacancy announcement shall be done at the latest by DECEMBER of the preceding calendar year, ahead of the AGM.
- iii All members seeking nomination for election, including retiring officials seeking re-election, shall fill in the Nominations Form available on the Sacco website.
- iv Members nominating other members as candidates must enclose / attach the candidate's summary of qualifications which address the extent to which the nominee meets the director qualification, and any additional criteria posted on the Sacco website.
- v The members shall have the nomination forms signed by a proposer and seconder indicating their deposits in Uboru Sacco and both of whom are active members of the Sacco and of good standing. The Proposer and Secunder may be invited by the NVC to provide confidential information on the nominee.
- vi Duly filled Nominations Form shall be sent to the Chairperson of the NVC via:
 - a. Electronic mail; or
 - b. A Letter, hand delivered to the Sacco office in a sealed envelope addressed to the Chairperson of the Committee.
- vii Acknowledgement of Nomination Forms shall be as follows:
 - a. Nomination forms sent via email will be acknowledged via the same email within 72 hours of receipt.
 - b. Applications hand delivered to the Sacco office shall be acknowledged by way of a signature and the Sacco's official stamp on the sealed envelope. The document will then be recorded in a Register and a number allocated.
- viii Upon receipt and review of the Nomination Forms, the Nomination and Vetting Committee shall invite successful candidates for an interview giving them two days' notice during which they shall be expected to provide any documentation to verify their qualifications including their original testimonials and identification documents.
- ix Unsuccessful applicants will be notified at the latest by January of the calendar year, ahead of the AGM.
- x Names of the successful nominees will be circulated to the members at least one week prior to election date.



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- xi The successful candidates shall be issued with a Nomination Certificate, bearing the official seal of the Sacco.
- xii Candidates are not required but are free to campaign by placing their content on the Sacco website or notice board. Candidates will also be given an opportunity to give a presentation to members during the Annual General Meeting before voting commences.