

# INSURANCE INSTITUTE OF KENYA

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## **NOMINATION AND VOTING RULES**

1. The Elections Consultant shall send notices to members announcing vacancies in the Council **60** days prior to the election/AGM date;

### **2. Eligibility And Qualifications**

A person wishing to be a candidate in the elections must ensure that they are a member of the Institute in good standing and meet the eligibility criteria set out in sections 9 and 13 of this Code as applicable and shall deliver or cause to be delivered to the Elections Consultant the Candidates' Declaration of Compliance as set out in the **First Schedule** of the Code and a nomination in writing in the prescribed Form as set out in the **Second Schedule** of the Code;

### **Eligibility for election to the Council**

- (1) A person is eligible for election to the Council if the person—
- (a) is a Fellow or Associate Member of the Institute;
  - (b) has fully paid all subscriptions and other Institute fees for at least three consecutive years immediately preceding the election;
  - (c) has attained the required Continuous Professional Development points for at least three consecutive years immediately preceding the election;
  - (d) meets the requirements of Chapter Six of the Constitution of Kenya;
  - (e) is of sound mind;
  - (f) is not an undischarged bankrupt;
  - (g) has not had disciplinary action taken against them by the Institute, their place of work, or any other professional body, and has no pending disciplinary matter;
  - (h) is not a member of a competing organization;
  - (i) has not been found culpable in mismanagement of public funds or corrupt practices; and
  - (j) has not been convicted of an offence for which they have been sentenced to imprisonment for a term exceeding three months.

A person shall not be eligible for election unless they have signed and submitted—

- (a) the Declaration of Compliance in the form set out in the First Schedule; and
- (b) the Nomination Form in the form set out in the Second Schedule.

### **Eligibility for election as Chairperson**

In addition to meeting the requirements under regulation 5, a person is eligible for election as Chairperson of the Council if the person—

- (a) has at least ten years' experience as an insurance professional, seven of which must have been served at senior management level;
- (b) has served on the Council or its committees for a period of at least two terms; and
- (c) holds such other qualifications as may be prescribed by the Council from time to time.

### **Eligibility for election to other offices**

(1) In addition to meeting the requirements under regulation 5, a person is eligible for election to the office of Vice-Chairperson or any other Council position designated as requiring experience if the person has—

- (a) at least seven years' experience in the insurance industry five of which must be at senior management level
  - (b) must be in good standing
  - (c) such other qualifications as may be prescribed by the Council.
- (2) The Council may, by notice in the Gazette, prescribe specific qualifications for particular offices on the Council.

### **Disqualification from election**

(1) A person is disqualified from being elected to the Council if—

- (a) they are disqualified under section 26 of the Act;
- (b) they have been found guilty of an electoral offence in a previous election;
- (c) they are currently serving a suspension from the Institute;
- (d) they provide false or misleading information in their nomination papers; or

(2) A person who was a member of the Elections Committee shall not be eligible to offer themselves for election as a candidate for Council elections within one year of ceasing to be a member of that Committee.

(3) The Elections Consultant shall verify the eligibility of all candidates and may disqualify any candidate who fails to meet the prescribed requirements.

### **Declaration of compliance**

(1) Every candidate shall sign a Declaration of Compliance in the form set out in the First Schedule.

(2) The Declaration of Compliance shall constitute an undertaking by the candidate to—

- (a) abide by these Regulations and all applicable electoral laws;
- (b) promote fair, truthful, free, and transparent elections;
- (c) refrain from violence, intimidation, or abusive conduct;
- (d) respect the rights of other candidates and voters;
- (e) cooperate with the Elections Committee and Council; and
- (f) accept the outcome of the election.

(3) A candidate who contravenes the Declaration of Compliance commits an electoral offence and may be subject to penalties under these Regulations.

## **3. Nominations**

A nomination must be signed by the candidate or nominee indicating his/her willingness to stand for election and by 2 nominators, a proposer and a seconder, who must be members of the Institute in good standing and entitled to vote at the election;

- 4. Duly filled Candidates' Declaration of Compliance and nomination form must be submitted to the Elections Consultant in the prescribed manner not less than 60 days before the election date and they must be accompanied with a one-page Curriculum Vitae/Profile of the nominee;
- 5. The Elections Consultant shall process the nomination forms according to the requirements set out in the Code and must confirm that the person nominated is entitled to be a candidate and that the nominators are entitled to vote in the election;
- 6. A candidate may only contest one position in any given election;
- 7. Nomination Forms may be sent physically or via electronic mail. Those forms sent through electronic mail will be acknowledged via the same electronic mail within 24 hours of receipt. Such forms shall only be deemed to have been received by the Elections Committee upon

acknowledgement of receipt;

8. The final list of candidates whose nominations shall have been accepted shall be published by the Elections Consultant not less than forty-five (21) days to the election in the electronic circular to members, Notice Boards and/or libraries of the Institute;
9. Any unsuccessful applicants shall be notified within seven (7) days of the date of closure of nominations receipt;
10. Upon receipt of the final list of candidates, any unsuccessful applicants may appeal the decision of the Elections Consultant within seven (7) days of receipt in writing stating the reasons and grounds of appeal. The Elections Consultant shall hear and decide the appeal within seven (7) days of receipt. The Chair of the Consultant shall then pronounce the judgement to the membership of the Institute;
11. Notwithstanding any such nomination and consent, any person nominated shall be entitled to withdraw his candidature at least three (3) days before the elections and such withdrawal shall be by way of written notice to the Elections Consultant; If at the close of the nominations, nominations are not received for an office, balloting shall be deferred until the Annual General Meeting, at which meeting the Chairperson shall call for and accept nominations from the floor for the position(s). Nominations in this form may be oral but must be supported by a proposer and a seconder who are entitled to do so. The other nominated candidates shall be declared by the Elections Consultant as duly elected so long as they meet all the requirements for election to the positions for which they are nominated;
12. If as a result of such further nominations the number of nominations received for the election is equal to the number of vacancies to be filled, the Elections Consultant shall forthwith declare the nominees to be duly elected if all the nominees meet the criteria for election to the office for which they have been nominated;
13. If more candidates are proposed than are to be elected to fill the Council, positions, the election shall be by secret ballot as detailed in this Code.
14. The first seven candidates with the highest number of votes for the position of Council Member will be declared the council members duly elected.

## **Citation**

These Regulations may be cited as the Insurance Professionals (Electoral Code).

## **Interpretation**

In these Regulations, unless the context otherwise requires—

"Act" means the Insurance Professionals Act, 2025;

"candidate" means a person who has been duly nominated to contest for election to the Council;

"campaign" means any activity undertaken by or on behalf of a candidate to solicit votes from members of the Institute;

"campaign materials" includes posters, banners, manifestos, social media content, electronic communications, printed literature, and any other materials used for electoral purposes;

"Council" means the Council of the Institute established under section 6 of the Act;

"election date" means the date fixed by the Elections Consultant for voting in an election;

"Elections Consultant" means the consultant appointed to oversee 2026 elections

"electoral complaint" means a written submission presented to the Dispute Resolution Committee by an aggrieved party in accordance with these Regulations;

"electoral offence" means conduct prohibited under Elections in the Electoral Code of Conduct

"electoral roll" means the register of members entitled to vote in an election;

"electronic voting" means casting of votes through an electronic system approved by the Elections Consultant;

"good standing" means a member who has fully paid all subscriptions and fees due to the Institute and has no pending disciplinary matters;

"Institute" means the Insurance Institute of Kenya established under section 3 of the Act;

"member" means a member of the Institute as defined in section 4 of the Act;

"nominator" includes a proposer and seconder of a candidate;

"physical voting" means casting of votes manually at designated polling stations;

"postal voting" means casting of votes by mail in accordance with these Regulations;

"prescribed" means prescribed by these Regulations;

"scrutineer" means a person appointed by the Elections Consultant to supervise the voting and counting process;

"senior management" means a person leading a department, function, or organization dealing with insurance or associated activities;

"voting member" means a Fellow or Associate Member of the Institute entitled to vote as per Section 4, Sub-Section 2(a and b) of the Act