



THE INSURANCE INSTITUTE OF KENYA ELECTION CODE OF CONDUCT (2022)

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THE ELECTION CODE OF CONDUCT (2022)

PURPOSE

1. The objective of the Election Code of Conduct (The Code) is to prescribe matters relating to the conduct of elections for members of the Executive Council of the Institute.
2. The Code are meant to provide clear guidance to the Institute members on:
 - (i) How to nominate and/or elect a member into the Council;
 - (ii) How to seek nomination or be elected to the Council; and
 - (iii) The expected conduct during the election process including campaigns for election to the Council.
3. The purpose of the Code is to encourage and promote conduct of the elections for the Insurance Institute of Kenya elections including during campaigns process being mindful of the political neutrality, independence, honour, dignity and high standards of the insurance profession.

PRELIMINARY

4. These Code may be cited as the Insurance Institute of Kenya (IIK) Elections Code of Conduct 2022
5. The IIK elections to the Council shall be governed by the IIK Constitution and the Elections Code of Conduct, and by various guidelines issued by the Council over the years and approved by membership for that purpose.
6. The Insurance Institute of Kenya maintains that conduct of the elections reflects a candidate's integrity and values and only those candidates willing to abide by this Code of Ethics merit consideration for endorsement by the Insurance Institute members.

INTERPRETATION

7. In these Code, unless the context otherwise requires-
 - "General meeting" means a meeting of the Institute held in terms of Clauses 14.1 and 14.7 of the Constitution of the Institute
 - "A recognised voting agent" means a person appointed to conduct the elections of the Institute with the role of setting up and manning polling stations, provide and keep secure the ballot boxes and papers, guide and conduct the voting process and any other relevant matters required in the voting process.
 - "Council" means the Executive Council of the Institute established under Clause 7 of the Constitution of the Institute;
 - "Constitution" means the Constitution of the Insurance Institute of Kenya;
 - "Elections Committee" means the Committee elected in accordance with Article 14.2(h) of the Constitution and Clause 11 of these Code and charged with overseeing the elections process of the Institute and implementing this Code;

"Election complaint" is a written submission that is presented to the Dispute Resolution Committee by an aggrieved party as prescribed under Clause 57 in this Code;

"Election date" means the voting day for each election fixed by the Elections Committee;

"General meeting" means a meeting of the Institute held in terms of Clause 14.1 of the Constitution of the Institute;

"Institute" means the Insurance Institute of Kenya established as a voluntary association having corporate identity separate from that of its members and it is entitled to own its own property, whether movable, immovable or otherwise. "Dispute Resolution Committee" is the Committee established under rule 53 of this Code.

"Senior Manager" means a person leading a department or function or a person leading an organisation/entity dealing with matters of insurance and/or associated activities

The male gender shall include the female gender where applicable.

APPLICATION

8. This code shall apply to –

- (a) All candidates desirous of contesting for any position of membership in the Executive Council of the Institute;
- (b) The agents, supporters and campaigning teams of the candidates in (a) above; and
- (c) All members of the Institute participating in the elections for the Council including officials in charge of the elections and voters; and
- (d) The staff of the Institute involved in the conduct of the election process in whatever capacity

ELIGIBILITY FOR ELECTIONS

9. A person is eligible for election to the Council if the person meets the conditions set out below: -

- (i) Is a member of the Institute and has fully paid up the subscriptions and any other Institute fees required to be of good standing including attaining the required Continuous Professional Development points for at least three (3) consecutive years before the elections for which he seeks to participate in;
- (ii) Meets the requirements of Chapter Six of the Constitution of Kenya;
- (iii) Is a person of sound mind;
- (iv) Is not an undischarged bankrupt;
- (v) Has not had a disciplinary matter at the Institute, place of work or any other professional body for which disciplinary action has been taken against him or her and has no pending disciplinary matter at the Institute, place of work or any other professional body;
- (vi) Is not a member of a competing organisation;

- (vii) Has not been found culpable in mismanagement of public funds, corrupt practices or has not been convicted of any offence for which he/she has been sentenced to imprisonment for a term exceeding three months.
10. Further to the conditions set out in section 9 above, a person is eligible for election to the Council for the position of Director and Deputy Director where they meet the following:
- (i) Has had at least ten (10) years' experience as an Insurance professional seven (7) of which must have been served at a senior management level.;
 - (ii) Must have served in the Council and/or its Committees for a period of at least two (2) terms.
11. Further to the conditions set out in section 9 above, a person is eligible for election to the Council for the position of the Honorary Secretary and the Honorary Treasurer where they meet the following:
- (i) Must have over five (5) years' experience in the Insurance Industry;
 - (ii) Must have served on the Council or its Committees for a period of not less than two (2) terms
12. Further to the conditions set out in 9 above, a person is eligible for election to the Council for the position of the Convenor for Knowledge and Development Committee, the Convenor for Membership Services Committee, the Convener Public Relations Committee and the Convenor for Legal Affairs and Professional Standards Committee and any other position where they have at least three (3) years' experience in the insurance industry and has been a member of the Institute in good standing and fully paid up the subscriptions and fees of the Institute for the three (3) years prior to the elections. Must have served on the Council or its Committees for a period of not less than one (1) term.
13. No Person shall be considered as eligible for election under the above categories unless such person has signed the Insurance Institute of Kenya Candidates' Declaration of Compliance as set out in the **First Schedule** of the Code and the Nomination Form set out in the **Second Schedule** of the Code.

ELECTIONS COMMITTEE

14. At each Annual General Meeting ("AGM"), members of the Institute shall elect a panel of 6 persons to serve as members of the Elections Committee following an advertisement for expression of interest from members of the Institute to serve in the Elections Committee:
- (i) The Elections Committee is responsible for organizing, conducting and finalizing elections in the Institute;
 - (ii) The term of Office for a member of the Elections Committee shall be one (1) year, renewable a maximum of three (3) times;
 - (iii) The Elections Committee shall be comprised of the Chairperson; the Deputy Chairperson; the Secretary; the Deputy Secretary and two (2) Scrutineers;

- (iv) The Chairperson of the Elections Committee shall be the Administrator of the elections of the Institute and shall be assisted by the Deputy Chairperson;
- (v) The Chairperson of the Elections Committee assisted by the Deputy Chairperson shall be responsible for the following activities:
 - a) Checking voter eligibility;
 - b) Managing the electoral roll; and
 - c) Announcing the result of the election;
- (vi) The Secretary of the Elections Committee assisted by the Deputy Secretary shall be responsible for the following activities:
 - a) Authentication of eligible voters;
 - b) Documenting the voting process to ensure nobody votes twice;
 - c) Documenting the counting of votes; and
 - d) Drawing up the final record of votes.
- (vii) The Scrutineers shall be responsible for the following activities:
 - a) Attending the initial meeting at which nominations shall be opened
 - b) Dissemination of ballot papers or circulation of voting tokens and instructions in case of electronic voting
 - c) Supervising proceedings at the polling stations and at the voting booths in case of manual voting
 - d) Confirming integrity of the electronic voting process
 - e) Conducting the counting of votes or verifying electronic tally of votes cast
- (viii) The Scrutineers shall be assisted by other persons as may be sanctioned by the Elections Committee in the discharge of their duties as appropriate.
- (ix) A person shall not be eligible to be elected to the Elections Committee unless that person is eligible for election to the Council as set out in section 9 of this Code;
- (x) Any person who intends to offer himself or herself as a candidate in an election as a council member shall not be eligible to become a member of the Elections Committee;
- (xi) A person shall not be eligible to offer himself/ herself for election as a candidate for Council elections if he was a member of the Elections Committee within 1 year of elections to the Council;
- (xii) The quorum for the Elections Committee meeting shall be three persons;
- (xiii) In determining the quorum of a meeting of the Committee, member(s) attending physically and those in virtual attendance shall be counted.
- (xiv) Being a member of the Elections Committee shall not affect the member's right to vote. However, such membership shall preclude the member from being a nominator, a candidate, an agent or an active supporter or campaigner of any of the candidates;
- (xv) Membership in the Elections Committee may be terminated in the event of removal from the Committee upon disqualification from membership,

- resignation of a member with at least 3 months' written notice to the Director of the Institute, in the event of incapacity or death of the member;
- (xvi) A vacancy in the Committee shall be filled by the Council as a casual vacancy pending the AGM.

NOMINATIONS

15. The Elections Committee shall send notices to members announcing vacancies in the Council **90** days prior to the election date;
16. 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 Committee 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;
17. 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;
18. Duly filled Candidates' Declaration of Compliance and nomination form must be submitted to the Elections Committee 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;
19. The Elections Committee 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;
20. A candidate may only contest one position in any given election;
21. 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;
22. The final list of candidates whose nominations shall have been accepted shall be published by the Elections Committee not less than forty-five (45) days to the election in the electronic circular to members, Notice Boards and/or libraries of the Institute;
23. Any unsuccessful applicants shall be notified within seven (7) days of the date of closure of nominations receipt;
24. Upon receipt of the final list of candidates, any unsuccessful applicants may appeal the decision of the Elections Committee within seven (7) days of receipt in writing stating the reasons and grounds of appeal. The Elections Committee shall hear and decide the appeal within seven (7) days of receipt. The Chair of the Committee shall then pronounce the judgement to the membership of the Institute;
25. 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 Chairperson of the Elections Committee;

- 26.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 Director 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 Committee as duly elected so long as they meet all the requirements for election to the positions for which they are nominated;
- 27.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 Committee 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;
- 28.If more candidates are proposed than are to be elected to fill the Executive Council, positions, the election shall be by secret ballot as detailed in this Code.

ELECTIONS

- 29.The elections shall be conducted through either physical voting or electronic voting or a combination of both. The Elections Committee shall have the sole discretion to decide the mode of voting in any voting year.
- 30.Electronic voting will be conducted as per the guidance of the Elections Committee, but shall not exceed one (1) working day;
- 31.The Elections Committee shall not disclose results of the electronic process to any person before completion of the voting or before the date of the AGM as the case may be;
- 32.Physical voting may be conducted manually at fixed venues and dates or through mail as determined by the Elections Committee;
- 33.The Elections Committee may, with the approval of the Council, enlist the services of credible service providers to assist with electronic voting and recognised voting agents such as the Independent Electoral and Boundaries Commission of Kenya as appropriate;
- 34.The Elections Committee shall ensure that every voting member whose subscription for the current year shall have been paid shall receive a voting paper to at least thirty (30) days before the Annual General Meeting where the vote is through electronic mail;
- 35.The vote by each member shall be cast by placing a tick or an x in ink in the space provided for each candidate during physical voting while an appropriate sign as determined by the Elections Committee shall be placed in the space provided for each candidate during electronic voting. Any other kind of mark will nullify the vote;
- 36.Every Member entitled to vote may cast one for every position in the office to be filled;

37. Where voting is done by mail, every voting member shall place his/her duly filled voting paper in an envelope marked "Voting Paper" and shall send it to the Elections Committee so as to reach the Committee before the end of voting day or within the period specified in the notice of the election. The Elections Committee shall keep in safe custody, all returned voting papers unopened for subsequent opening and examination by the scrutineers. For the avoidance of doubt, a vote by mail shall be deemed cast if it is date stamped posted before the final date set for casting votes;
38. Where voting is conducted electronically, every voting member in good standing shall receive a unique voting token and voting instructions via electronic mail. The voting member will access the voting link using the unique voting token input their membership number and select the candidate(s) of choice before clicking on the submit button. The system will send a message to the voting member confirming a successful vote. No person will be able to cast a vote after the end of the election day or period as provided in the election notice. No person shall cast a vote more than once;
39. All ballot papers returned shall remain unopened in a sealed box at the Elections Committee designated office. The ballot box shall have two (2) locks. The keys to one lock shall be kept by the Elections Committee Chairperson and the keys of the other lock shall be kept by the Honorary Secretary;
40. Where voting is conducted electronically, no person will have access to the virtual votes cast before completion of the voting process or before the final tallying is conducted;
41. The form of ballot box shall be determined by the Elections Committee, which will ensure adequate security for voting papers;
42. Where voting is conducted electronically, the Elections Committee will determine the system to be used for virtual voting and ensure its security and integrity for the process;
43. Voting shall be one member one vote through one method of voting. Each voting member of the Institute can only vote for and support one nomination for each office or place on the Executive Council;
44. Counting of votes shall be done by the scrutineers in the presence of candidates and/or their agents. In case of an equality of votes, the tie shall be resolved by the Election Committee by giving the win to the candidate who shall be assessed as having more years of experience of practice in the Insurance Industry and significantly taken part in the activities of the Institute;
45. Where voting is conducted electronically, the votes shall be tallied automatically through the system however upon request a breakdown can be availed to the candidates/agents;
46. Any candidate or authorized representative can request a recount of votes at any stage with the approval of the Elections Committee whose decision on this matter shall be final;
47. After examination of the voting papers or data from electronic voting and ascertainment of the election, the decision of the Election Committee shall be final and the voting papers or data from electronic voting shall be closed under the seal. The voting papers or data from electronic voting shall be retained by the

Committee for at least six months after the Annual General Meeting after which they may be destroyed;

48. The report of the elections and the results thereof shall be read by the Election Committee Chairperson and adopted by the Annual General Meeting;
49. The elected members shall commence their terms of office after adoption of the report at the Annual General Meeting.

ELECTION CALENDAR

46. The election calendar of the Institute shall, unless reviewed by a resolution of the Council for good reason given be as follows:

<u>Annual General Meeting</u>	Appointment of the Elections Committee
90 Days before AGM	Advertisement to submit nominations for Council Positions
60 days before the AGM	Close of Nominations
45 days before the AGM	Publication of Candidates List/Final nominations list
30 days before the AGM	Provision of voting paper to voters
Date of the AGM	Election Date
7 days after election	Period for appeals to the election results

TERM OF OFFICE

47. The term of office of the elected persons shall be two (2) Years subject to reelection at the AGM for another term;
48. Any candidate may, subject to their election at the Annual General Meeting, serve on the Executive Council in the same capacity for the specified term of two years and be eligible for re-election for another one term in the same capacity; thereafter the member can only be re-elected to the Executive Council in the same capacity after a Five (5) year cooling off break.

CAMPAIGNS

49. The Campaigns shall commence on the date of publication of the list of members whose nominations have been accepted and shall terminate at 11.59 p.m. on the date before the Election date.
50. It shall be a breach of the Code for any candidates and/or their supporters to directly and/or indirectly bribe, treat, influence and/or induce a member or members of the Institute to vote or refrain from voting;
51. In the event that a person has committed a breach mentioned in Clause 50 above, they shall be deemed to have committed an electoral offence therefore liable to penalties administered for election offences in Clause 59 below;

52. Use of campaign materials, literature, posters, and manifestos of any kind must comply with the objectives of the Institute;

DISPUTE RESOLUTION

53. There shall be established a Committee known as the Dispute Resolution Committee for resolving any Electoral disputes under this Code which shall consist of three (3) members as follows:
- a) Any two past Directors of the Institute appointed in the manner prescribed below; and
 - b) A Member or Fellow of the Chartered Institute of Arbitrators who shall be the Chairman of the Dispute Resolution Committee.
54. 60 days to the election date, the Director IIK will write to the Chairman of the Advisory Committee of the Institute to provide 2 names of Past Directors who will form part membership of the Dispute Resolution Committee in the event a complaint/dispute is lodged.
55. The two Past Directors will write to the Chartered Institute of Arbitrators requesting for a Fellow of the Institute of Arbitrators to be the Chair of the Dispute Resolution Committee in the event a complaint/dispute is lodged.
56. The Chairperson of the Advisory Committee shall not appoint himself/herself to membership of the Dispute Resolution Committee.
57. Any member of the Institute who is a Candidate in any elections of the Institute who alleges that his rights to participate in the elections has been denied, violated, infringed or is threatened may lodge a complaint with the Dispute Resolution Committee as prescribed below:
- a) All Complaints shall be lodged at the registered office of the Institute either physically or by electronic mail within twenty (24) hours from the time the Complainant alleges that his/ her rights have been denied, violated, infringed or is threatened **PROVIDED** that a complaint relating to election results shall be lodged within seven (7) days from the date on which the result is officially declared;
 - b) A Complaint shall be deemed lodged upon payment of the prescribed fees and the same is acknowledged by either it being stamped by the official stamp of the Institute with the date received or by electronic mail;
 - c) Every Complaint shall be accompanied by all evidence of the alleged contravention, violation or irregularities as per the applicable provisions of the IIK Constitution and or this Code;
 - d) Every Complaint shall include the following information:
 - i. Full names, address and contact information of the complainant;
 - ii. Full names and address and contact information of the respondent or respondents;
 - iii. Description of the allegation, including specifics relating to the alleged violation, such as date, time, location and information on the perpetrators of the violation/offence;

- iv. All evidence the complainant intends to rely on, including information as to the identity and contacts of witnesses;
 - v. Relief or redress sought;
 - vi. Concise statement under oath of the ultimate facts constituting his cause or causes of action, and a declaration by the complainant that the representations are true Statement that there is no other complaint pending, and that the same is not pending or been addressed in any other competent forum
- e) There shall be a filing fee of KES. 15,000 for a complaint to be recorded for consideration by the Dispute Resolution Committee;
 - f) Before filing any Complaint before the Dispute Resolution Committee, every complaint shall sign an undertaking to meet the allowances and costs of the Dispute Resolution Committee members and any other associated expenses. The Dispute Resolution Committee may, as it deems fit, require a complainant to deposit a given amount with the Institute before proceeding with the dispute;
 - g) The allowances and costs of the Dispute Resolution Committee will be guided by the relevant arbitration remuneration scale;
 - h) Once a dispute has been lodged, the Dispute Resolution Committee will open a file and examine the allegation made by the Complainant violation as well as the evidence submitted;
 - i) The Dispute Resolution Committee will record the complaint and maintain a database of all complaints received;
 - j) The Dispute Resolution Committee may summon any person to appear before it, administer an oath to receive testimony; and order the production of any document relevant to any complaint arising from the election process;
 - k) The Dispute Resolution Committee will review the allegation(s) and assess what provisions in the IJK Constitution and the Election Code of Conduct have been contravened and make a determination whether there is any merit in the complaint. In doing so, the Dispute Resolution Committee may determine the case based on the material presented by the Complainant and in an appropriate case consider any other material that may be presented before it by the Elections Committee or any other candidate who participated in the same election;
 - l) The Dispute Resolution Committee will decide whether to hold oral hearing for the presentation of evidence or use the basis of documents and other materials furnished to assist in determination of the matter;
 - m) The Dispute Resolution Committee has the powers to use the provisions of any written law in Kenya to assist in the determination of the matter;
 - n) A dispute submitted in any other form for example verbally or in social media will not be considered.
 - o) The Dispute Resolution Committee will dismiss a complaint or decline to accept and hear a dispute in the following circumstances:
 - i. If a complaint does not allege a violation of Constitution, Election code of conduct Code and regulations, or does not follow IJK Code of procedure;
 - ii. If a complaint is filed by an individual who does not have legal standing;
 - iii. If a complaint is trivial, frivolous or vexatious.

- p) The complainant has the duty to prove his or her allegation. However, the dispute resolution committee may request additional evidence and may conduct interviews on relevant persons.
- q) The dispute resolution committee will seek to substantiate facts and evidence, without relying on hearsay, assumptions, or suppositions. An issue before the Commission shall be proved on the balance of probabilities;
- r) After the assessment or hearings are finalized, the Dispute Resolution Committee shall issue a written decision stating the factual and legal basis for the decision;
- s) Unless otherwise provided, an electoral complaint shall be determined within 20 working days of lodging of the complaint;
- t) For complaints relating to nomination of candidates shall be determined within 48 hours after the assessment or hearings are finalized;
- u) For complaints relating to results shall be determined within 10 working days after the date of after the assessment or hearings are finalized
- v) Upon hearing an election dispute, the Dispute Resolution Committee may make the following orders as appropriate:
 - i. Impose a fine as determined by the Dispute Resolution Committee;
 - ii. Disqualify a candidate;
 - iii. Prevent participation of a party or candidate in future or ongoing election
 - iv. Restore the ability to exercise electoral rights;
 - v. Issue a formal warning;
 - vi. Correct voter list, order removal of inappropriate/ illegal posters;
 - vii. Prohibit a party / candidate from using any public media for a specific period or permanently;
 - viii. Ban a candidate of their agents from holding public meetings;
 - ix. Inform relevant authorities about violations by relevant parties;
 - x. Revoke accreditation of any agent found to be in violation pf election Code as provided in the IIK Constitution and Election Code of Conduct;
 - xi. Invalidate ballot, or an election, postpone or stop the poll;
 - xii. Order a recount;
 - xiii. Any other action deemed necessary
- v) The decision of the Dispute Resolution Committee is final.

ELECTION OFFENCES

58. The following shall constitute election offences/misconduct subject to disciplinary action by the Council on recommendation by the Elections Committee or Dispute Resolution Committee:

- (i) Making derogatory statements about other candidates and/or distribution of offensive campaign materials in any form or medium;
- (ii) Voter compromise/bribery to entice members to vote for the candidate through gifts or otherwise;

- (iii) Use of derogatory or defamatory communication or material, literature and/or any other campaign materials in whatever medium;
- (iv) Making false accusations or malicious actions against other candidates; and
- (v) Contravening any of the provisions of this Electoral Code of Conduct.

59. Where, in the opinion of the Elections Committee and on sufficient presentation of evidence, the candidate or agents have contravened or infringed on any of the provisions of this Code, they will be liable to have committed an electoral offence. They, therefore may be liable to penalties, including, caution, warning, fines or be barred from participating in the current and future elections.

INSURANCE INSTITUTE OF KENYA

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THE INSURANCE INSTITUTE OF KENYA ELECTION CODE AND CODE OF CONDUCT (2022) DECLARATION OF COMPLIANCE BY CANDIDATES

I.....desirous of contesting the elections to be held on or soon thereafter for the position of and having been validly nominated by:

.....
in conformity with the Constitution of the Insurance Institute of Kenya solemnly Swear, Affirm and Declare that I and my agents will subscribe and observe all the provisions of the Code and Code of Conduct and in particular:

- a. Shall promote the ideals of the Insurance Institute of Kenya in a fair, truthful, free and transparent manner;
- b. Shall not engage in any form of violence and intimidation or abusive language or words that will disparage the conduct of my opponents or opposing candidates;
- c. Shall instruct my agents, supporters and campaigning teams and, members of the Insurance Institute who have nominated me to respect the Code by avoiding violence and intimidating or abusive language in any media of communication;
- d. Shall respect and affirm all the rights of all participants and supporters of opponents in the election:
 - i. To debate and contest the policies and programmes of other candidates in a positive and objective manner without causing bad blood or ridiculing them;
 - ii. To canvass freely for support from members of the Insurance Institute;
 - iii. Respect and be subject to the Public Order Act, when holding Public meetings and general campaigns;
 - iv. Shall not distribute any offensive electoral literature and campaign materials, social media content, SMS texts and electronic mail;
 - v. Shall not publish and distribute offensive notices and advertisements in print and electronic media, social media platforms, notice boards and other places;
 - vi. Shall not erect any offensive banners, placards and posters;
 - vii. Shall promote free and fair campaigns by all lawful means;
 - viii. Shall co-operate with the Elections Committee and the Council in investigation of issues and allegations arising during the election period;
 - ix. Shall avoid any corrupt tendencies like bribing the voters, buying voter cards any manipulating and voting documents and individual voters or refrain from offering any

- inducement or reward to any person to vote or not wishing to vote for me or any other candidate;
- x. Shall respect the voting centres and methods by avoiding to conduct any form of campaigns within 400 meters radius of these centres including distributing any forms of inducements in form of money or presents in an attempt to influence the voters, electoral officers, security officers and agents;
 - xi. Shall 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 elections;
 - xii. Shall not plagiarize the opponent's messages, posters and to discourage and prevent the removal disfigurement or destruction of campaign materials of any contestants;
 - xiii. Shall refrain from publishing or repeating false, defamatory or inflammatory allegations concerning any person connected with the election to defame the character of a contestant;
 - xiv. Shall 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 responsible authority for errant behaviour by me or my supporters during campaigns and voting;
 - xv. Shall 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;
 - xvi. Shall acknowledge the responsible authorities in the conduct of election, ensure the attendance and participation of representatives at meetings of any Liaison Committee and other forums convened by the responsible authority in dispute resolution, respect and honour fines or any condition imposed on my candidature due to misconduct and unbecoming campaign behaviour by me or my supporters during campaign for votes;
 - xvii. Shall facilitate the responsible authority's right of access through 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.
 - xviii. Shall reassure members with regard to the secrecy and integrity of the ballot and furthermore, to reaffirm the provisions of Section 25 of Election Offences Act Cap 66 to the effect that no one will know how any other person has voted;
 - xix. Shall 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;
 - xx. Shall refrain and deter my supporters and agents from conducting campaigns and speeches in Insurance forums during the campaign period;
 - xxi. Without prejudice to any other rights, to accept the final outcome of the election and the declaration and certification of the results thereof.

WHERE, in the opinion of the Elections Committee and on sufficient presentation of evidence, I or my 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:

- (i) Formal warning;
- (ii) Be barred from holding any public meetings, campaigns or meeting the voters during election period; and/or
- (iii) Be barred from participating in any one or more future IIK elections.

I have read the Code, **CONFIRM** that I have understood the contents thereof, swear to 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.

SWORN BY THE)

SAID)

) Name of Candidate

ID. /Passport No)

)

Signature)

)

.....

Dated at this Day of 20 _ _
Before me

.....

**COMMISSIONER OF OATHS/MAGISTRATE
STAMP**

SECOND SCHEDULE THE INSURANCE INSTITUTE OF KENYA ELECTION CODE AND CODE OF CONDUCT (2022) NOMINATION PAPER TO BE COMPLETED IN TYPESCRIPT OR BLOCK CAPITALS EXCEPT FOR SIGNATURES

INSURANCE INSTITUTE OF KENYA

College of Insurance, off Red Cross Road, Mombasa Road, Belle vue exit, South C
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Email: iiksecretariat@gmail.com or info@iik.or.ke



**To the Hon.
Secretary, Insurance
Institute of Kenya**

NOMINATION FORM: COUNCIL MEMBER OF THE INSTITUTE- YEAR 2022

We, being registered members of the Insurance Institute of Kenya (the Institute) in good standing, hereby nominate the following person who is a registered member of the Institute in good standing, to vie for election for the position of COUNCIL MEMBER of the Institute:

Details of the Candidate:

1.	Full Names of Candidate	
3.	Address	
4.	National ID Number	
5.	Iik Member Number	
6.	Office for which Candidate is nominated	
7.	Education	
8.	Years of Experience in the Insurance Industry	
9.	Committee Membership (if any)	
10.	Employment Details	

<u>FULL NAME OF NOMINATED MEMBER</u>	<u>REG</u>	<u>GOOD STANDING STATUS</u>		<u>SIGNATURE</u>
	<u>NO.</u>	<u>SUBSCRIPTION</u>	<u>CPD STATUS</u>	

		Have you paid up subscription fees for the year 2022? Yes _____ No _____	Are you compliant with CPD requirements for the years 2019, 2020 and 2021 (3 consecutive yrs)? Yes _____ No _____	Do you have any pending disciplinary case(s) against you? Yes _____ No _____	
<u>PROPOSED</u> BY: - One Proposer	<u>REG</u> : NO.	<u>GOOD STANDING STATUS</u> SUBSCRIPTION _____ CPD STATUS _____ DISCIPLINARY _____			<u>SIGNATURE</u>
		Have you paid up subscription fees for the year 2022? Yes _____ No _____	Are you compliant with CPD requirements for the years 2019, 2020 and 2021 (3 consecutive yrs)? Yes _____ No _____	Do you have any pending disciplinary case(s) against you? Yes _____ No _____	
<u>SECONDED</u> BY: - One Seconder	<u>REG</u> : NO.	<u>GOOD STANDING STATUS</u> SUBSCRIPTION _____ CPD STATUS _____ DISCIPLINARY _____			<u>SIGNATURE</u>
		Have you paid up subscription fees for the year 2022? Yes _____ No _____	Are you compliant with CPD requirements for the years 2019, 2020 and 2021 (3 consecutive yrs)? Yes _____ No _____	Do you have any pending disciplinary case(s) against you? Yes _____ No _____	

ACCEPTANCE BY THE NOMINATED PERSON:

I consent to serve in the event I am elected for the position. I also confirm that the statement in the nomination paper regarding my qualifications and experience are correct and authorize the Institute to verify any information in the said nomination paper. Further, I undertake that should any information so given be established to be false, that may lead to my disqualification from the elections and or shall be ground for my removal from office if the fact is established after my election.

DATE:

(Signature of candidate

NOTE: The candidate must return this nomination paper with two passport photos and a separate Profile of the Candidate (not more than 250 words)

DECLARATION BY THE NOMINATED MEMBER:

I HEREBY DECLARE that I am a member of the Institute in good standing and that: - a)

I have fully paid up my subscription fees;

b) I am up to date with my CPD points from 2019, 2020 and 2021 (3 consecutive years);

c) I have no disciplinary case pending against me; and

d) I am not a member of a competing organisation.

I CONFIRM that within the preceding three (3) years: -

a) I have not been found guilty of an act of professional misconduct, which in the opinion of the Council renders me unfit to hold the office;

b) I have not been found culpable in mismanagement of public funds, corrupt practices or has not been convicted of any offence for which he/she has been sentenced to imprisonment for a term exceeding three months;

c) I have not had a disciplinary matter at the Institute, place of work or any other professional body for which disciplinary action has been taken against him or her and has no pending disciplinary matter at the Institute, place of work or any other professional body;

d) I have not been adjudged bankrupt or entered onto a composition of scheme of arrangement with my creditor; and

e) I have not, as a State Officer or otherwise, been found guilty of an act or been convicted of an offence that is repugnant with justice, morality or the provisions of Chapter Six of the Constitution of Kenya, 2010.

I FURTHER CONFIRM that I have submitted the following documents in support of my declaration:

a) A certificate of good Conduct from the Directorate of Criminal Investigations (DCI);

b) A valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA);

c) A clearance Certificate from the Higher Education Loans Board (HELB);

d) A duly filled Declaration form to the Ethics and Anti-Corruption Commission (EACC); and

e) A clearance from a Credit Reference Bureau (CRB).

Name _____ of _____ Nominated _____ Member: _____ Membership
Number: _____

Signature: _____

Date: _____

INSURANCE INSTITUTE OF KENYA

College of Insurance, off Red Cross Road, Mombasa Road, Bell view exit, South C
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www.iik.or.ke, email: info@iik.or.ke / iiksecretariat@gmail.com.



TO ALL ASSOCIATES AND FELLOW MEMBERS

ELECTIONS REQUIREMENTS FOR EXECUTIVE COUNCIL MEMBERS

The Insurance institute will be holding its AGM on from
..... to(Hybrid).

Please note that for you to be eligible to vie or nominate a member. One must be a Fellow or an Associate member whose membership is paid up for the current year.

The below posts falls vacant and we are inviting nominations for the same:

1. Director
2. Deputy Director
3. Honorary. Secretary
4. Honorary. Treasurer
5. Convener: Legal Affairs & Professionals Standards Committee
6. Convener: Member Services Committee
7. Convener: Knowledge Development Committee
8. Convener: Public Relations Committee
9. Four Executive Council Members

Election's requirements extract from IIK CONSTITUTION.

16. ELECTIONS

16.1: All nominations for election of Officers and members of the Executive Council of the Institute must be completed on the official nomination form obtainable from the Institute's Secretariat or by written request addressed to the Honorary Secretary.

16.2: The nomination paper must be signed by the nominee indicating his willingness to stand for election and by a proposer and seconder and three members all being Associate Members or Fellow Members of the Institute. Duly completed nomination papers must reach the Institute's office not later than the time stipulated by the Executive Council.

16.3 : Every nomination paper must be returned together with one-page curriculum vitae of the nominee.

16.4 : Each voting member of the Institute can only vote for and support one nomination for each office or place on the Executive Council.