



GUIDELINES FOR PUBLIC RELATIONS SOCIETY OF KENYA ELECTIONS

1. Introduction

These guidelines have been developed for Public Relations Society of Kenya (PRSK) to provide a step by step conduct of the society's elections scheduled for 16th June 2023. The guidelines are to be used together with the Electoral provisions in the Constitution.

2. Guiding Principles.

PRSK Elections and creation of the society's membership list will be

- democratic, free and fair
- provide a level playing field being non discriminative
- inclusive and participatory
- open, transparent and accountable
- credible
- peaceful

3. Role of CAPACITY BAC (Electoral Bureau)

- a) CAPACITY BAC shall manage the preelections and elections day processes that includes receiving of the elections nominations forms, holding meetings with the candidates, development of declarations forms, conducting mock elections to verify the system, printing and issuance of certificates of winners, tallying of votes and verification of results, system audit after elections.
- b) CAPACITY BAC will officially hand in official results and a report of the conduct of elections three (3) days after elections to the secretariat.
- c) Induct all candidates and PRSK officials on the election procedures
- d) If required, CAPACITY BAC will participate in dispute resolution mechanism by availing all the necessary information on the conduct of the election whose petition has been filed.
- e) CAPACITY BAC will not conduct any by-election of an election that has been nullified by the petition committee as this is not part of the contracted tasks. Such undertaking shall be discussed and agreed upon by both parties separately.

5. Elections Format

5.1 General Provisions

- ✓ All candidates for the elections shall comply with provisions of article 16 and 17 of the PRSK constitution.
- ✓ The elections shall be by secret ballot on the basis of one member one vote by fully paid up members.
- ✓ Conduct of elections shall be by simple majority.
- ✓ The Council and CAPACITY BAC shall propose observers to observe and report on the Conduct of PRSK elections.
- ✓ Candidates will be allowed to have one agent.



5.2. Voting Process

- ✓ The eligible voters shall have THIRTEEN HOURS (13) hours to cast their ballot.
- ✓ Each voter will receive in their registered email address* a unique voting token/number, voting link and voting instructions. In case a voter does not receive the email, he/she will notify the secretariat for updating of email and/or resend of token. Voters will also have a portal to trigger a resend of the voting token to their registered email
- ✓ The voter will click the link provided in the email to access the online voting system.
- ✓ The voter will then log-in to the voting system by entering his/her email address and the unique voting token. (Note: Login is enabled after set start date/time and before end date/time of the election)
- ✓ Once the voter logs in, he/she will be redirected to the Terms of Use section, where he/ she will read and agree to the terms of usage of the Online Voting System.
- ✓ Once the voter agrees to the terms of use, he/she will be redirected to the voting area to select the preferred candidate for each available position on the e-ballot form.
- ✓ Once the candidate(s) of choice are selected, the voter will click on the Cast Vote button provided. (The e-ballot will be accepted if it meets ballot validity requirements, after which the voter will be issued with a report of the candidates selected.)
- ✓ The voter will then log out of the Online Voting System.
- ✓ Once voting is completed, the voting token cannot be re-used to vote.

5.3. Vote Tallying Procedure

- ✓ After the voting, tallying will be conducted in the presence of candidates, agents and other observers.
- ✓ During the ceremony, the Returning Officer will trigger an automatic tally of total votes cast in favour of each candidate from the online voting system. Based on the tally, the returning officer will announce the winner(s) for each election vacancy.

1. The Vice President

2. The Secretary

3. The Assistant Treasurer

4. Three (3) Representative Council Members

- ✓ After counting for each position, results will be recorded on a results declaration form. The results declaration form will have information on the number of members expected to vote as per the list, those who voted (turn out), no of spoilt votes, no. of rejected votes and valid votes cast for each candidate.
- ✓ Candidate agents will be required to append their signatures on the results declaration form for each position.
- ✓ Results declaration form for the presidential election will be FORM 1, for Vice President FORM 2, for Secretary FORM 3, for Assistant Secretary FORM 4, for Treasurer FORM 5, for Assistant Treasurer FORM 6, for Council Member 1 FORM 7, for Council Member 2, FORM 8 and for Council Member 3 FORM 9.



- ✓ The presiding officer will announce results for each candidate as they appear on the results declaration forms
- ✓ Copies of signed results declaration forms for each position will be shared with candidate agents and observers.

5.7. Tallying of Final Results, Declaration of Winners and Issuance of Certificates.

- ✓ There shall be a Returning Officer (RO) who will be incharge of entire conduct of elections.
- ✓ He/she will tally results for each candidate and record the same on FORM 10 – Presidential, FORM 11- Vice President, FORM 12 – Secretary, FORM 13- Assistant Secretary, FORM 14- Treasurer, FORM 15- Assistant Treasurer, FORM 16 Council Member 1, FORM 17- Council Member 2 and FORM 18 – Council Member 3
- ✓ Each form will be signed by the Returning Officer and candidate agents present
- ✓ After tallying the Returning Officer will announce results for the winners in all positions
- ✓ In case of a tie in the first position of any election, CAPACITY BAC will immediately repeat the election which will involve the first two candidates until a candidate with a majority vote is determined.
- ✓ CAPACITY BAC will print and issue certificates for the winners after elections.

5.8. Elections Petitions

- ✓ The management of elections petitions shall be guided by Article 20 of the Society's Constitution.
- ✓ CAPACITY BAC shall be called upon to provide any informed deemed necessary in the determination of an Election Petition.
- ✓ The proposed amount for logging any petition is as follows:

Elective Position	Petition Fee
Vice President	30,000
Secretary	30,000
Assistant Treasurer	30,000
Three (3) Council Representatives	20,000

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