



GUIDELINES FOR PUBLIC RELATIONS SOCIETY OF KENYA ELECTIONS.

PROPOSED GUIDELINES

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 May 2019. The guidelines are to be used together with the Electoral provisions in the Constitution. After the elections, it is recommended that the guidelines are enhanced to provide comprehensive rules and regulations to operationalize the society's constitution for future elections.

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 elections day processes that includes establishing the polling stations, recruitment and training of polling day officials, ensuring that all elections day materials are adequate, opening process, voting process, counting of votes, tallying process and announcement of results for the four (4) elective positions.
- 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 PSRK 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) After elections, CAPACITY BAC will store all the electoral materials for two months after which they will be disposed off.
- f) 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 physically present at the time of voting
- ✓ 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.
- ✓ CAPACITY BAC's observers will be guided by the code of conduct for independent election observers which include impartiality, independence, non- violence, respect and reporting accurately and timely.
- ✓ Candidates will be allowed to have one agent at the Polling station at a time.

5.2. Opening of the Polling Stations

- ✓ The society elections will be the last agenda of the AGM meeting and will be held from 5:00pm to 7:00pm.
- ✓ Three (3) polling stations will be established inside the AGM venue for purposes of voting. Each polling station shall have a presiding officer and 3 clerks
- ✓ Each polling station will have four ballot boxes fully labeled and if possible colour coded for each elective position. This will be done to ensure that members can identify the ballot boxes easily to avoid casting of votes in wrong ballot boxes making them to be rejected during counting process.

5.3. Identification of Society Members for purpose of voting

- ✓ For a member to be allowed to vote on the election day his/her name must be on the PRSK's certified list of members, must present an original copy of National identity Card.

5.4. Voting Process

- ✓ The voting will commence from 5:00pm pm to 7: 00.pm. Any member who will be on the queue by 7:00pm will be allowed to vote.
- ✓ Once a member has been identified his/her name will be crossed off the membership list as an indication that they have been allowed to proceed to vote.
- ✓ A member will be issued with 4 ballot papers for the four positions after which he/she will proceed to the polling booth to mark his/her preferred candidate.
- ✓ The presiding officer will be the overall incharge of a polling station. He/she will also supervise to ensure that members cast their votes in the right ballot box.
- ✓ The role of the 3 clerks will be as follows:

Clerk1: Identification of members and crossing off their names on the membership list

Clerk 2: Stamping and issuing of President and Vice President ballot papers

Clerk 3: Stamping and issuing Treasurer and Assistant Secretary ballot papers.

5.5. Closure of the Polling Station

- ✓ The polling station will be closed immediately the last member casts his/her vote and counting will commence after 10 minutes.

5.6. Counting Process

- ✓ The presiding officer with support of the three clerks will count votes in the following order:

- 1. The President**
- 2. The Vice President**
- 3. The Assistant Secretary**
- 4. The Treasurer**

- ✓ 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 in that polling station 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 President will be FORM 1, for Vice President FORM 2, for Assistant Secretary FORM 3, for Treasurer FORM 4.
- ✓ The presiding officer will announce results for each polling station 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 from the three polling stations manually and record the same on FORM 5 – President, FORM 6 - Vice President, FORM 7 - Assistant Secretary, FORM 8 – Treasurer.
- ✓ 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 within a week after elections.

5.8. Elections Petitions

- ✓ The management of Elections petitions shall be guided by Article 20 of the Society 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
President	50,000
Vice President	30,000
Assistant Secretary	30,000
Treasurer	30,000

CAPACITY BAC