



## ICAG ELECTIONS - NOMINATION GUIDELINES

These nomination guidelines have been issued in pursuance to the ICAG's Elections Committee's mandate to educate members of the Institute on the modalities for the elections.

### **1. What is the composition of the Council of the Institute?**

In accordance with the ICAG Act 2020 (Act 1058) Section 4(1) Council members include the following:

- a. President of Council
- b. Vice President of Council
- c. Three (3) Elected Members of Council
- d. Two (2) Elected Female members of Council
- e. The Chief Executive Officer (CEO) of the Institute.
- f. Two (2) representatives of Ministry responsible for Education, nominated by the Minister of Education
- g. One (1) representative of the Ministry responsible for Finance nominated, by the Minister of Finance

### **2. What is the tenure of office of members of Council?**

In accordance with section 5(1&2) of Act 1058, a member of the Council shall hold office for a term of two years and is eligible for re-appointment for another term only, except the chairperson who shall hold office for one Term only.

Subsection (1) does not apply to the Chief Executive of the Institute.

### **3. Positions to be contested for under Section 4(1) of Act 1058) and Regulation**

**53(1) of LI 2476 are**

- a. President of Council (1 position)
- b. Vice President of Council (1 position)
- c. Member(s) of Council (3 positions)
- d. Female members of Council (2 positions)

**4. Which of the positions on Council are not to be contested?**

- a. The Chief Executive Officer of the Institute
- b. Two representatives of the Ministry responsible for the Education, nominated by the Minister for Education.
- c. One representative of the Ministry responsible for Finance, nominated by the Minister responsible for Finance.

**5. Who qualifies to be nominated to stand for election to Council?**

In accordance with Regulation 57 of LI 2476, a full member/fellow of the Institute is qualified to be elected to the Council if the Member:

- a. Has not been convicted for high crime under the Constitution, high treason, treason or an offence involving the security of the Republic, fraud, dishonesty or moral turpitude
- b. Has not been found guilty of misconduct by a relevant professional body or is suspended from membership of that body or has been removed from an office of trust on account of misconduct and a period ten years since the finding of that body has not lapsed
- c. Has been a full member or fellow of the Institute for a minimum of five years.
- d. Is in good standing with the Institute for a period of one year or more
- e. Is assessed by the Elections Committee and declared to have made substantial contribution towards the development of the Institute
- f. Is in good standing as a member of a District Society/AWAG
- g. Does not owe the Institute a fee as at the time of filing nominations
- h. Is not a member of the Elections Committee
- i. Is not a member of staff of the Institute

**6. Who is a member in good standing?**

Regulation 90 of LI 2476 provides that a member in Good Standing means a member of the Institute who has fulfilled all financial obligations towards the Institute and has attained the required credit hours in a continuing professional development in respect of the previous year.

## **7. What is the process for nominating a member for election to Council?**

In accordance with **LI 2476 Regulation 59**,

- a. A member who is qualified to contest elections to the Council shall complete the prescribed Nomination Form set out in the fifth schedule of LI2476 and published on the website of the Institute or any other medium determined by the Council.
- b. The nomination form must be endorsed by two members of the Institute in good standing and accompanied with a recent Passport-size picture of the candidate and a profile of the candidate containing not more than five hundred words.

The completed Nomination Form and attachments must be forwarded to the ICAG Elections email address: [elections@icagh.com](mailto:elections@icagh.com) before the closing date and time specified in the Call for Nomination notice.

## **8. How do members get to know that it is time for election of Council Members?**

In accordance with LI 2476 Regulation 58 the Returning Officer shall publish on the website of the Institute and on any other media platform of the Institute, a Notice of Elections not more than thirty days before the date for the elections.

- a. Notice of elections shall be placed at the ICAG website
- b. Please visit the website frequently to acquaint yourself with all the necessary information.
- c. You will also receive emails from the Institute if you have a working email address.

## **9. What constitutes Misconduct or Breach of Election Rules?**

In accordance with LI 2476 Regulation 60(1, 2 & 3) the following constitutes Electoral Misconduct:

- a. Presenting false information in the Nomination Form of a candidate
- b. Presenting false information in the profile of a candidate
- c. Using of defamatory words by a candidate against another candidate
- d. Using of defamatory words by a member against another candidate

## **10. Are there any sanctions against electoral misconduct?**

In line with LI 2476 Regulation 60(4) a candidate or a member who is liable for electoral misconduct shall be

- a. reprimanded;

- b. disqualified from the elections; or
- c. suspended from future elections.

**11. What are the procedures for dealing with election complaints?**

Electoral Complaints are handled in accordance with LI 2476 Regulation 61.

- a. A candidate or member of the Institute may lodge a complaint of electoral misconduct with the Returning Officer (Chairman of the Elections Committee)
- b. A candidate or member aggrieved by a decision of the Elections Committee shall within seven days after receipt of the decision appeal in writing to the Council against the decision
- c. The Council shall, within five days after receipt of the written appeal, constitute an Appeals Panel consisting of;
  - one past President of the Institute,
  - one past member of the Council, and
  - a member of the Institute in good standingto review the decision of the Elections Committee.
- d. The decision of the Appeals Panel set up by Council shall be final.

**12. How can one ensure that there is no partiality in the placement of photographs of candidates on ballot papers?**

As provided in LI 2476 Regulation 62:

- a. Where two or more candidates are contesting for one position, the Returning Officer shall conduct a ballot among the candidate for the placement of the photographs on the ballot paper, in the presence of the candidate or representatives of the candidate.
- b. The Returning Officer shall use the outcome of the ballot to arrange the photographs of the candidates on the ballot paper.

Members are encouraged to be conversant with the nomination guidelines before nominating members to contest for the elections and to follow the sensitization process through the subsequent guidelines to be issued by Elections Committee.

**Please all enquiries on the 2024 elections should be sent to [elections@icagh.com](mailto:elections@icagh.com)**