



ELECTION RULES

OF

THE AFRICA COLLOQUIUM OF LEGAL COUNSEL TO

PARLIAMENTS

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1. Vacancy in the Office of Council Member

- (a) The office of a Council Member shall fall vacant on the last sitting of each bi-ennial Colloquium meeting.
- (b) If the office of a Council Member falls vacant at any time before the expiry of the term, the remaining members of the Council may appoint a member of the Colloquium from the region where the vacancy has arisen, to hold office for the remainder of the term.

2. Nomination of Candidates

- (a) Within thirty days before the first sitting of each bi-ennial Colloquium meeting, the Secretary General shall notify the general meeting of the vacancy and intended elections to the office of council member and invite interested persons to submit their names for election to the office.
- (b) The names of candidates for election of council member shall be received by the Secretary General at least twenty-four hours before the time appointed for the elections.
- (c) The Secretary General shall maintain a register of all the names received in which shall be shown the date and time when each candidate presented their name.
- (d) Each candidate shall sign against the entry to verify the details.
- (e) The Secretary General shall prepare ballot papers.
- (f) Nominations shall be submitted in the form contained in the Schedule.

3. Time for holding elections

The election for each Council member shall be held concurrently, as directed by the Secretary General.

3A. Nomination of candidates to facilitate compliance with the one third gender rule

- (a) The nomination of candidates for election to facilitate compliance with the one third gender rule under Clause 12A(4) of the Constitution shall be carried out immediately after the election and regional representatives.
- (b) Upon determining the numbers required to achieve the one third gender rule, the Secretary General shall inform the members in plenary and request for nominees for the said election.
- (c) A nomination shall be supported by a proposer and a seconder.

- (d) A person intending to vie for election under Clause 12A(4) of the Constitution shall notify the Secretary General of his or her intention to vie together with the person proposing and seconding his or her candidature.

4. Presiding Officers

The Secretary General shall appoint the presiding officer(s) for each election.

5. Voting Procedure

- (a) All elections with respect to the President and regional representative shall be conducted by secret ballot, unless there is only one validly nominated candidate, in which case that candidate shall be declared elected to that position.
- (b) Secret ballots shall be conducted in such manner as the presiding officer(s) may determine from time to time.
- (c) The Presiding officer shall, at the commencement of each ballot, cause the ballot box, empty and unlocked, to be displayed to the audience and shall, in the presence of the audience, lock the box, which shall thereafter be kept in the full view of the audience until the conclusion of the ballot.
- (d) The Presiding officer shall issue one ballot paper to each eligible voter who comes to obtain it.
- (e) Each voter shall proceed to a designated area provided within reasonable distance of the ballot box and shall, while there, mark the ballot paper by placing a mark in the space opposite the name of the candidate for whom they wish to vote, fold the marked ballot paper before leaving the area and place the folded ballot paper in the ballot box.
- (f) A voter who, before the conclusion of a ballot has marked a paper in error may, by returning it to the presiding officer, obtain another in its place and the presiding officer shall immediately cancel and destroy the paper so returned.
- (g) Thirty minutes after commencement of the voting process and if it appears to the presiding officer that there is no person who wishes to vote, the presiding officer shall unlock the box, examine the ballot papers and, having rejected those ballot papers that are unmarked or spoilt, report the result of the ballot.
- (h) A vote is invalid if, in the presiding officer's opinion, it does not identify the candidate purported to be selected.

6. Election threshold

- (a) A person shall not be elected as Council Member, unless supported in a ballot by a simple majority.

- (b) If no candidate is supported by a simple majority, a fresh election shall be held and in that election, the only candidates shall be the candidates who received the highest number of votes and the second highest number of votes in the concluded ballot.
- (c) The candidate who receives the highest number of votes in the fresh election shall be declared elected as Council Member.

7. Equality of votes

If, in the further ballot referred to in rule 6 (Election threshold), there is an equality of votes, a further ballot shall be taken amongst the candidates receiving the highest number of votes until one candidate obtains more votes than the other or other.

8. Election Results

- (a) After all elections are concluded and votes counted, the Secretary General shall announce, in the general meeting, the results of the elections.
- (b) The Secretary General shall arrange for the posting of the results of each election on the Association's website no later than twenty four (24) hours following the election.

9. Withdrawal of candidate

A candidate may, by written notice to the Secretary General, withdraw his or her name before a ballot is started, and in the event of such withdrawal, the presiding officer shall cross-out the name of that candidate off any ballot papers issued for that or any subsequent ballot.

10. Custody of ballot papers

Immediately the results are declared, all the ballot papers used in the election shall be packed and sealed in the presence of the audience and kept in the custody of the Secretary General for a period of six months and shall thereafter be destroyed.

11. Single duly nominated candidate

Despite the provisions of these Rules, if there is only one candidate who has been duly nominated for election, that candidate shall be declared forthwith to have been elected without any ballot or vote being required.

12. Acceptance Speech

Immediately following the conclusion of elections by all the regions and after the announcement of election results by the Secretary General to the general meeting, the elected members may give a brief acceptance speech to the general meeting.

13. Amendment of Rules

- (a) Any member may propose an amendment to these Rules and submit the same to the Council.
- (b) An amendment to these Rules shall, upon approval by the Council, take effect at the time appointed by the Council.

SCHEDULE

NOMINATION FORM FOR COUNCIL MEMBER

1. Membership Number
2. Surname
3. First Name
4. Title
5. Country
6. Region
7. Parliament/Legislature
8. Professional particulars – e.g. job title

Declaration by the candidate

I am standing for President of the Colloquium or Council Member for
.....Region (tick only one)

Signed.....Date.....

Nominators Tick the appropriate box

We the undersigned 2 Members hereby nominate the above Member as a candidate in the ballot for the election of a Member from _____ region to the Council

We the undersigned 3 Members nominate the above Member as a candidate in the ballot for the election of President to the Council

Name in block capital	Membership number	Country	Signature
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____

Notes for candidates on how to fill in this form

1. Sign the candidate's declaration confirming the Region in which you are standing for election.
2. Obtain signatures from Members in support of your nomination. The signatures must be from Active Members.
3. Scanned signatures are acceptable. It is not essential that all nominators sign the same form so it is suggested that members seeking nomination complete the nomination form, sign it, and then email a copy to their nominators who then sign the candidate's nomination form and scan it back to the candidate to submit with their nomination.
4. If you are seeking election as President of the Colloquium, you will require 3 nominators.
5. If you are seeking election as President of the Colloquium, one nominator must be an active member outside your region.
6. If you are seeking election as a Regional Council Member, you will require 2 nominators.
7. If you are seeking election as a Regional Council member, the nominators must be active members from within the Region which you seek to vie.
8. The Regions for which there will be separate elections are listed below-
 - i. Western Africa
 - ii. Northern Africa
 - iii. Central Africa
 - iv. Eastern Africa
 - v. Southern Africa
 - vi. Regional Parliaments

What to do next

Return your completed nomination form as follows:

Email: africacolloquium@gmail.com or by

Post: P.O Box 41842-00100, NAIROBI, KENYA or deliver at the Office of Clerk of the Senate, 1st Floor, Main Parliament Buildings, Nairobi, Kenya

The closing date for nominations is hours GMT on

*If you have any queries about this nomination form or the election process please email africacolloquium@gmail.com.